Opening/Welcome

Mr. Ulysses Perea

U.S. ARMY ACQUISITION SUPPORT CENTER

Human Resources Summit

NSPS/Acq Demo Transition

Mr. Jerry Lee

U.S. ARMY ACQUISITION SUPPORT CENTER

Human Resources Summit

2011 USAASC HR Summit
April 19-21, 2011

NSPS and AcqDemo

http://asc.army.mil/policies/AcqDemo.cfm

http://cpol.army.mil/library/general/nsps/repeal.html

Jerry Lee … Tim Zeitler … Lori Branch
703-805-5498 … 703-805-1098 …703-805-1077
jerold.a.lee@us.army.mil … tim.zeitler@us.army.mil … lori.branch@us.army.mil

Are there any plans to call in to the NSPS to AcqDemo Transition teleconference on Tuesday, 19 April, morning?

Marsha Jeffers, PEO Aviation

Bernadette Kirchner, PEO STRI

Tracey Hall, PEO C3T

AGENDA

- Training
- Readiness Tool
- CAS2Net
  - Information Assurance Requirement
  - Enhancement (Proposed)
- NSPS2GS Tool
- Pay Retention and CCAS
- Control Points and Business Rules
- Supervisor Differential
- Overtime
- Evaluation and Assessment

DoD NSPS Transition Office Guidance

March 24, 2011

MEMORANDUM FOR NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)
COMPONENT PROGRAM MANAGERS

SUBJECT: Filling NSPS Vacancies During the NSPS Transition Period for Organizations Converting to Department of Defense (DoD) Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)

John H. James, Jr.
Director

A. Purpose. This guidance provides instructions for Department of Defense (DoD) HROs and supporting activities concerning transition appointments and the competitive/noncompetitive placement of current DoD employees to positions that are scheduled to transition from NSPS to AcqDemo between the date of this guidance and December 31, 2011. Prior to exercising the authority to make appointments to AcqDemo provided in this guidance, supervisors and managers must review the following online training materials if they have not yet attended local AcqDemo training sessions:

AcqDemo Tutorial—
http://www.acq.osd.mil/dpap/policy/acqdemo/tutorial/acqdemo/Acq_Tut/html/Default.htm

Employee Orientation Briefing—
http://www.acq.osd.mil/dpap/ops/docs/Employee%20Orientation%20Briefing%20Final%20March%202011%20v3.pdf

Employee Guide to AcqDemo—
http://www.acq.osd.mil/dpap/policy/acqdemo/about/docs/employee_guide.pdf

Transitioning Population

COMPONENT ORGANIZATIONS	POPULATION
Air Force summary totals	**2544**
AIR FORCE MATERIEL COMMAND (AF1M)	2544
Army summary totals	**5991**
OFFICE OF THE SECRETARY OF THE ARMY (ARSA)	178
U.S. ARMY ACQUISITION SUPPORT CENTER (ARAE)	2885
* U.S. ARMY CONTRACTING COMMAND (ARXD)	544
U.S. ARMY MEDICAL COMMAND (ARMC)	163
U.S. ARMY RESEARCH, DEVELOPMENT AND ENGINEERING COMMAND (ARXR)	340
U.S. ARMY TANK-AUTOMOTIVE & ARMAMENT CMND (TACOM) (ARX7)	442
US ARMY AVIATION AND MISSILE COMMAND (ARX6)	472
US ARMY TEST AND EVALUATION COMMAND (ARAT)	967
Navy summary totals	**2286**
ASST FOR ADMIN, UNDER SECRETARY OF THE NAVY (NV12)	103
NAVAL SEA SYSTEMS COMMAND (NV24)	91
U.S. MARINE CORPS (NV27)	2092
4th Estate summary totals	**3245**
OFFICE OF THE SECRETARY OF DEFENSE (DD01)	347
MISSILE DEFENSE AGENCY (DD27)	2700
DEFENSE ACQUISITION UNIVERSITY (DD81)	198
Grand Total	**14066**

NSPS to AcqDemo Training	Senior Leaders	Workforce	HR
OASAALT	Working	In Progress	Scheduled
HQ USAASC	Working	28-31 Mar	✓
PEO Ammo		5-6 May	
PEO Aviation	✓	15-17 Mar / 26-28 Apr	✓
JPEO CBD	Scheduled	**14 Apr**	✓
PEO C3T	✓	**28 Feb-3 Mar / 8-10 Mar / 3-4 May**	✓
PEO CS CSS	✓	**7-8 Feb / 14-18 Feb**	✓
PEO EIS		3-4 May	✓
PEO GCS	✓	**7-8 Feb / 14-18 Feb**	✓
PEO Integration	✓	**7-8 Feb / 14-18 Feb**	✓
PEO IEWS		**28 Feb-3 Mar / 8-10 Mar / 3-4 May**	✓
PEO MS	✓	15-17 & 29 Mar / 26-28 Apr	✓
PEO STRI	✓	10-13 May	✓
PEO Soldier	Working	In Progress	✓
DASA P I&A		In Progress	✓

Historical Funding Levels

CCAS Funding	Pay Pool #	1999 CRI%	1999 Awd%	2000 CRI%	2000 Awd%	2001 CRI%	2001 Awd%	2002 CRI%	2002 Awd%	2003 CRI%	2003 Awd%	2004 CRI%	2004 Awd%	2005 CRI%	2005 Awd%	2006 CRI%	2006 Awd%
ASA ALT	112	2.4	1.17	2.00	0.90	2.80	1.44	2.80	2.20	3.00	2.30	3.31	2.52	3.30	2.50	3.30	2.50
USAASC HQ	129			2.40	1.17	3.40	3.00	3.40	3.00	3.53	2.34	3.30	2.50	3.31	2.51	3.32	2.51
PEO Ammo	114	2.5	3.00	2.00	2.70	2.00	3.00	2.00	3.02	2.00	3.00	2.04	3.00	2.00	3.00	2.00	3.00
PEO Aviation	134							2.40	1.30	2.80	3.00	3.50	3.00	4.00	3.00	4.00	3.00
PEO C3T	113	2.4	1.80	2.40	2.12	3.00	2.50	2.00	2.50	4.00	2.50	4.00	2.50	5.00	2.50	3.00	2.50
PEO C3T (Supv)	166															3.00	5.50
JPEO CBD	110	3.326	1.80	3.00	1.80	3.30	2.20	3.34	2.23	3.38	2.51	3.44	2.29	4.21	1.11	3.53	2.61
PEO CS/CSS	137									2.50	3.49	2.50	3.55	2.10	3.10	2.03	4.50
PEO EIS	103	2.4	2.88	2.40	2.70	2.20	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50
PEO GCS	120	2.5	3.27	2.00	3.15	2.00	3.54	2.00	3.63	2.00	3.52	2.54	3.00	2.26	3.10	2.00	4.50
PEO IEWS	121	2.4	1.35	4.00	2.70	4.00	2.50	4.00	2.50	4.00	2.50	4.00	2.50	4.00	2.50	4.00	2.50
PEO Integration	167													2.71	3.89	3.50	5.00
PEO MS	162													4.06	3.05	4.00	3.33
PEO STRI	160									2.47	1.30	2.15	2.22	2.10	2.00	2.30	2.00
PEO Soldier	161											10.00	5.00	3.50	2.50	2.14	3.90
DASA P I&A	168													3.87	2.47	3.30	2.50

CCAS Funding (BU Only)	Pay Pool #	2007 CRI%	2007 Awd%	2008 CRI%	2008 Awd%	2009 CRI%	2009 Awd%	2010 CRI%	2010 Awd%
PEO Aviation	134	4.00	3.00	4.00	3.00	2.50	4.00	2.00	4.00
PEO C3T	113	2.00	3.50	2.00	3.00	2.00	3.00	2.00	4.00
PEO CS/CSS	137	2.03	4.50	2.26	4.60	2.50	4.10	2.50	3.00
PEO EIS	103	2.00	3.00	2.00	3.00	2.00	3.00	2.50	1.50
PEO GCS	120	2.30	3.70	2.30	4.70	2.50	4.10	2.50	3.00
PEO Integration	167	3.00	5.56	2.06	5.55	3.00	4.50	2.53	3.00
PEO STRI	160	2.28	2.50	5.00	3.00	3.00	4.00	2.00	4.00

NSPS Funding	2007 Effective 2008 Element 1	2007 Effective 2008 Element 2	2007 Effective 2008 Element 3	2008 Effective 2009 Element 1	2008 Effective 2009 Element 2	2008 Effective 2009 Element 3	2009 Effective 2010 Element 1	2009 Effective 2010 Element 3	2010 Effective 2011 Element 1	2010 Effective 2011 Element 3
ASA ALT	3.55%	1.00%	2.50%	3.30%	1.16%	2.50%	2.50%	3.30%	2.50%	1.50%
HQ USAASC	3.55%	1.00%	2.50%	3.30%	1.16%	2.50%	2.50%	3.30%	2.50%	1.50%
PEO Ammo	2.25%	1.00%	3.00%	2.50%	1.16%	3.50%	2.50%	3.50%	2.50%	1.50%
PEO Aviation	4.00%	1.00%	3.00%	4.00%	1.16%	3.00%	2.50%	4.00%	2.50%	1.50%
PEO C3T Non-Supervisory				2.00%	1.16%	3.00%	2.00%	3.00%		
PEO C3T Supervisory	3.00%	1.00%	4.00%	2.00%	1.16%	5.00%	2.00%	6.00%		
PEO C3T									2.50%	1.50%
JPEO CBD	3.25%	1.00%	2.00%	4.00%	1.16%	2.00%	2.50%	2.60%	2.50%	1.50%
PEO CS / CSS	2.26%	1.00%	4.60%	2.26%	1.16%	4.60%	2.50%	4.10%	2.50%	1.50%
PEO EIS	2.50%	1.00%	2.50%	2.50%	1.16%	2.50%	2.50%	2.50%	2.50%	1.50%
PEO GCS	2.30%	1.00%	3.70%	2.30%	1.16%	4.70%	2.50%	4.10%	2.50%	1.50%
PEO IEWS Non-Supervisory	2.62%	1.00%	3.88%	2.26%	1.16%	4.08%	2.26%	2.44%	2.50%	1.50%
PEO IEWS Supervisory	3.83%	1.00%	3.67%	2.26%	1.16%	5.08%	2.50%	3.20%	2.50%	1.50%
PEO Integration	4.64%	1.00%	3.96%	3.80%	1.16%	5.00%	2.50%	4.50%	2.50%	1.50%
PEO MS	4.00%	1.00%	3.00%	4.00%	1.16%	3.00%	2.50%	4.00%	2.50%	1.50%
PEO Soldier	3.00%	1.00%	3.00%	2.30%	1.16%	3.70%	2.26%	2.90%	2.50%	1.50%
PEO STRI	2.39%	1.00%	2.37%	2.26%	1.16%	2.75%	2.26%	2.50%	2.50%	1.50%
DASA P I&A	3.55%	1.00%	2.50%	3.30%	1.16%	2.50%	2.50%	3.30%	2.50%	1.50%

Training
Data Maintainer and Pay Pool Panel

June						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Training
Data Maintainer and Pay Pool Panel

July						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	**4** **4th of July**	5	6	7	8	9
10	11 Travel	DM // PPP12 PEO Ammo	13 Travel	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Training
Data Maintainer and Pay Pool Panel

August						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Training
Data Maintainer and Pay Pool Panel

September						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	**5** **Labor Day**	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Pay Pool Panel Facilitation

October						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8 Travel
9 Travel	**Columbus Day** **10**	11 411CSB/CCK	12 411 CSB/CCK	13 Travel	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

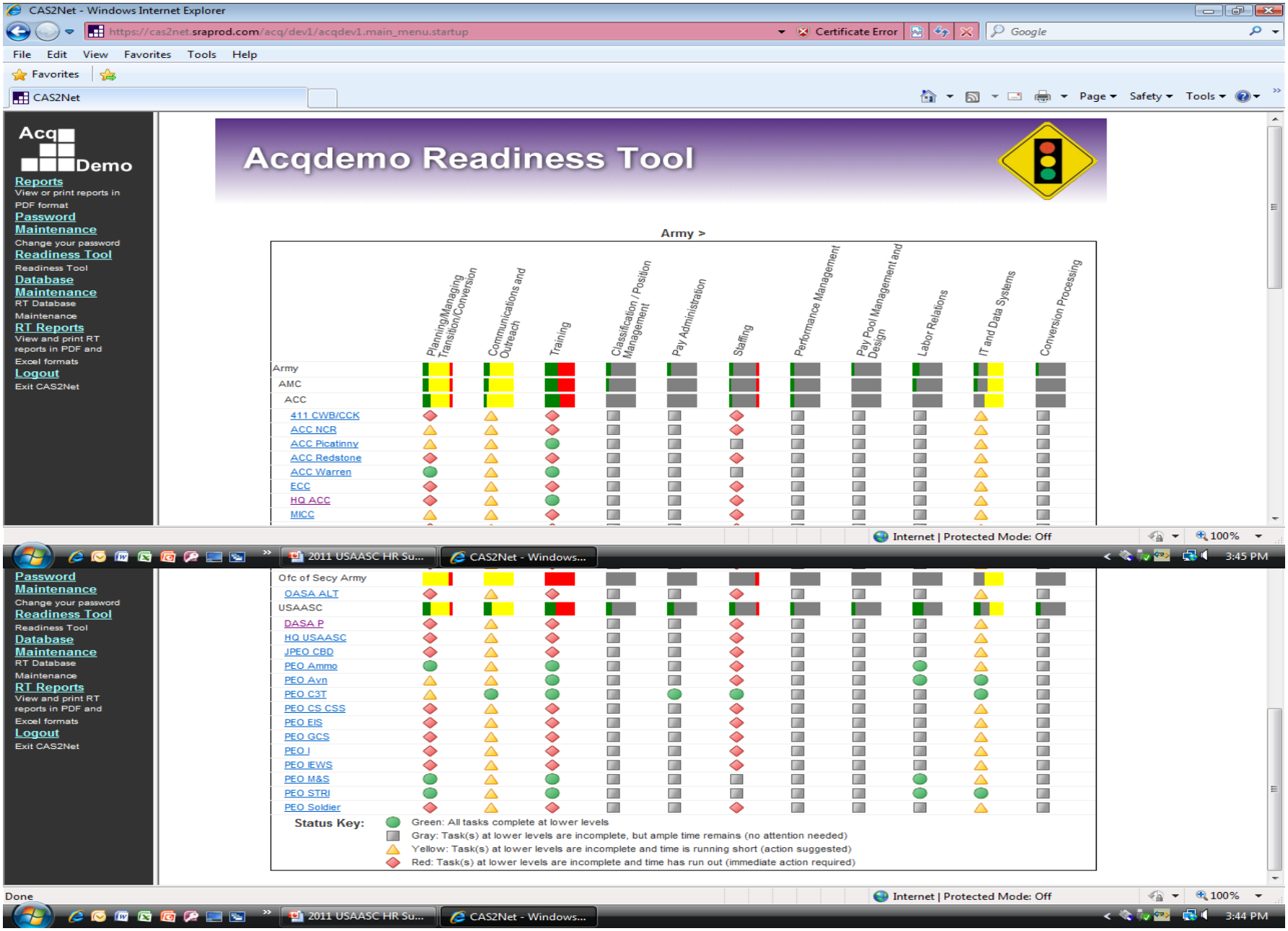
Pay Pool Panel Facilitation

November						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Travel 1	2 PEO Ammo	3 PEO Ammo	4 Travel	5
6	Travel 7	8 TACOM ILSC	9 TACOM ILSC	10 TACOM ILSC	**11 Veteran's Day**	12
13	Travel 14	15 HCAA San Antonio	16 HCAA San Antonio	Travel 17	18 OASAALT	19
20	21	22	23	**24 Thanksgiving**	25	26
27	28	29	30 HQ USAASC			

Pay Pool Panel Facilitation

December						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 HQ USAASC	2 OASAALT	3
4	5	6	7	8	**9** **Upload**	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 **Christmas**	26	27	28	29	30	31

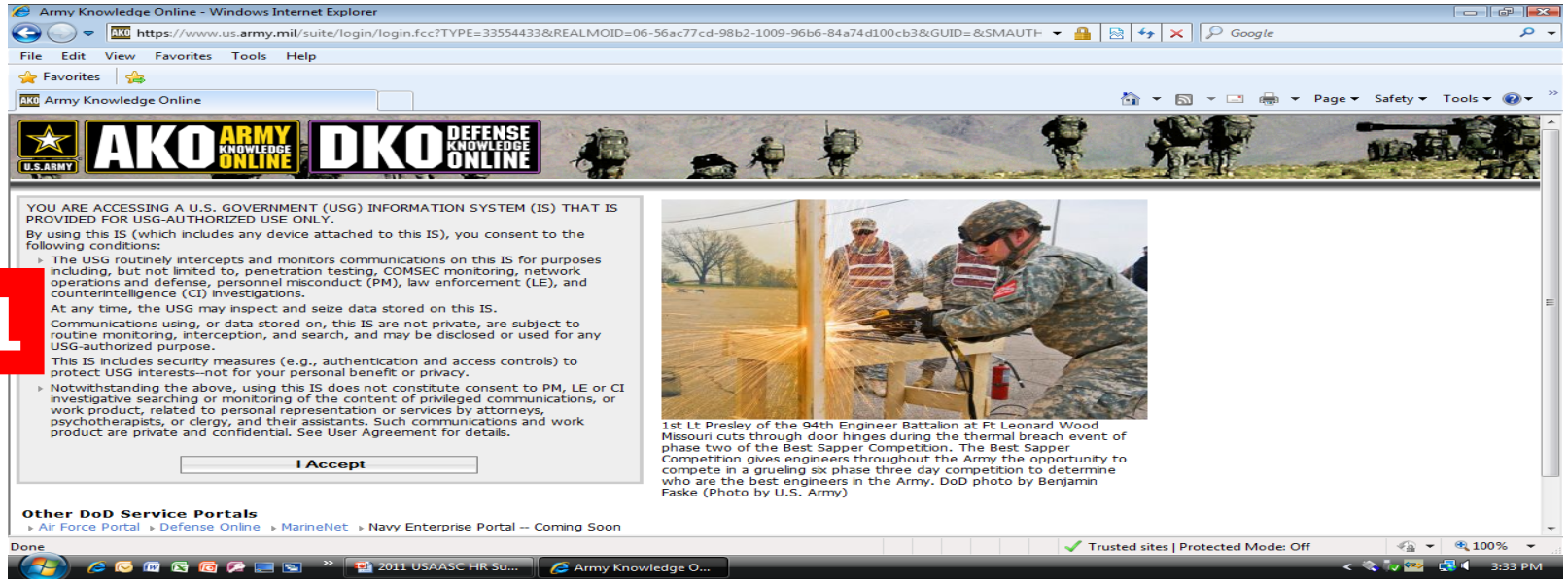
Readiness Tool


CAS2Net - Windows Internet Explorer
https://cas2net.sraprod.com/acq/dev1/acqdev1.main_menu.startup
Certificate Error
Google
File Edit View Favorites Tools Help
Favorites
CAS2Net
Page Safety Tools
Acq Demo
Reports
View or print reports in PDF format
Password Maintenance
Change your password
Readiness Tool
Readiness Tool
Database Maintenance
RT Database Maintenance
RT Reports
View and print RT reports in PDF and Excel formats
Logout
Exit CAS2Net
Acqdemo Readiness Tool
Army >
Planning/Managing Transition/Conversion
Communications and Outreach
Training
Classification / Position Management
Pay Administration
Staffing
Performance Management
Pay Pool Management and Design
Labor Relations
IT and Data Systems
Conversion Processing
Army
AMC
ACC
411 CWB/CCK
ACC NCR
ACC Picatinny
ACC Redstone
ACC Warren
ECC
HQ ACC
MICC
Internet | Protected Mode: Off
100%
2011 USAASC HR Su...
CAS2Net - Windows...
3:45 PM
Ofc of Secy Army
OASA ALT
USAASC
DASA P
HQ USAASC
JPEO CBD
PEO Ammo
PEO Avn
PEO C3T
PEO CS CSS
PEO EIS
PEO GCS
PEO I
PEO IEWS
PEO M&S
PEO STRI
PEO Soldier
Status Key:
Green: All tasks complete at lower levels
Gray: Task(s) at lower levels are incomplete, but ample time remains (no attention needed)
Yellow: Task(s) at lower levels are incomplete and time is running short (action suggested)
Red: Task(s) at lower levels are incomplete and time has run out (immediate action required)
Done
3:44 PM

Readiness Tool

- Need access
- Email to jerold.a.lee@us.army.mil
  - Name
  - Phone Number
  - Email address
- Return email - login userid
- Another email - password

Accessing the Readiness Tool



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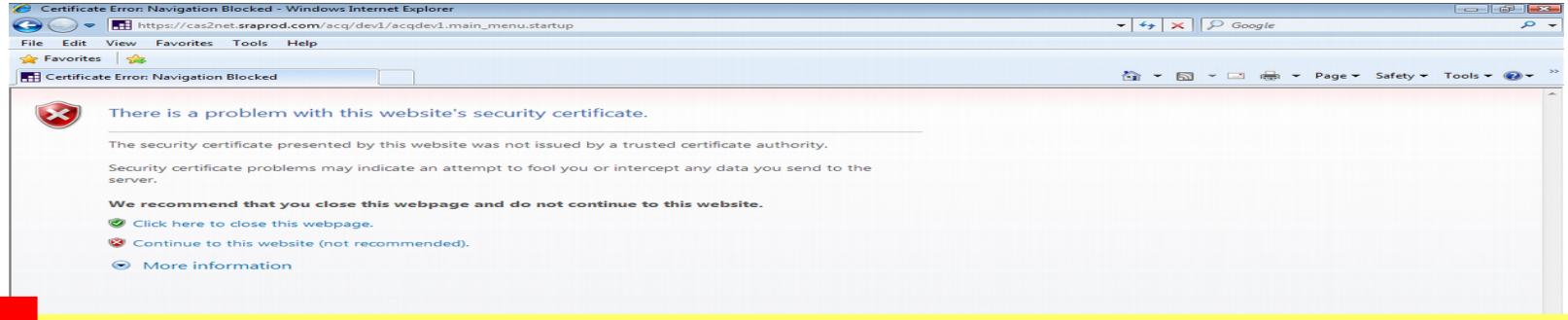
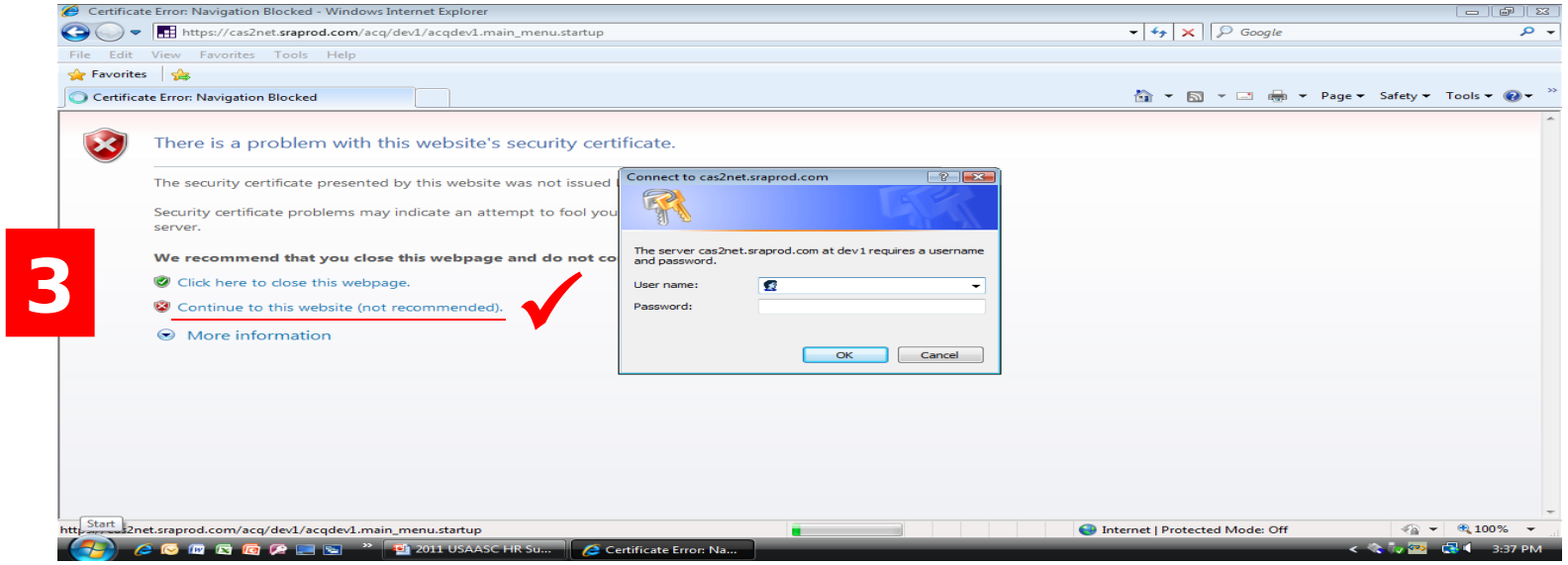
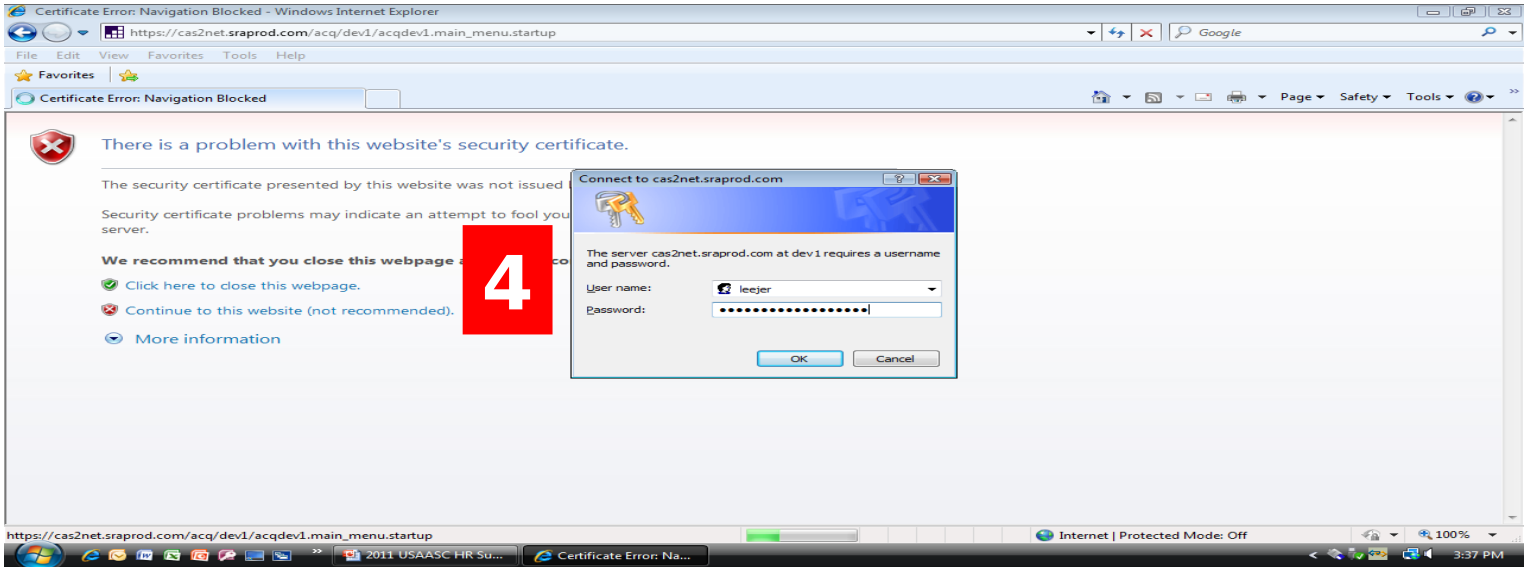


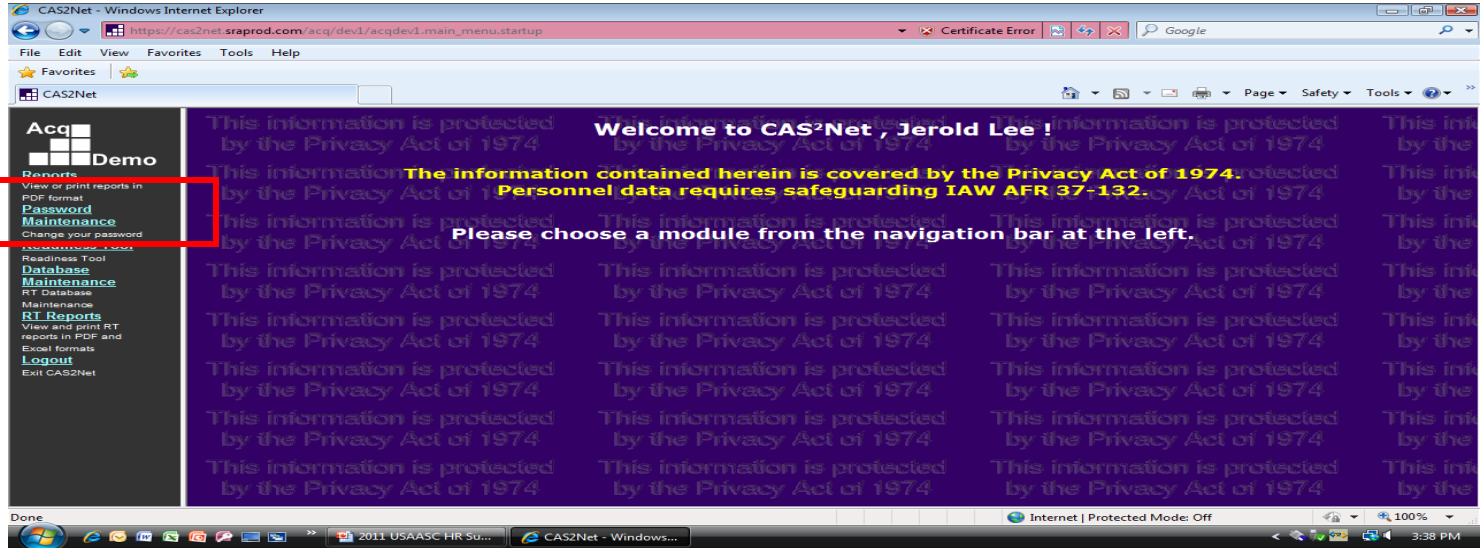
2 https://cas2net.sraprod.com/acq/dev1/acqdev1.main_menu.startup

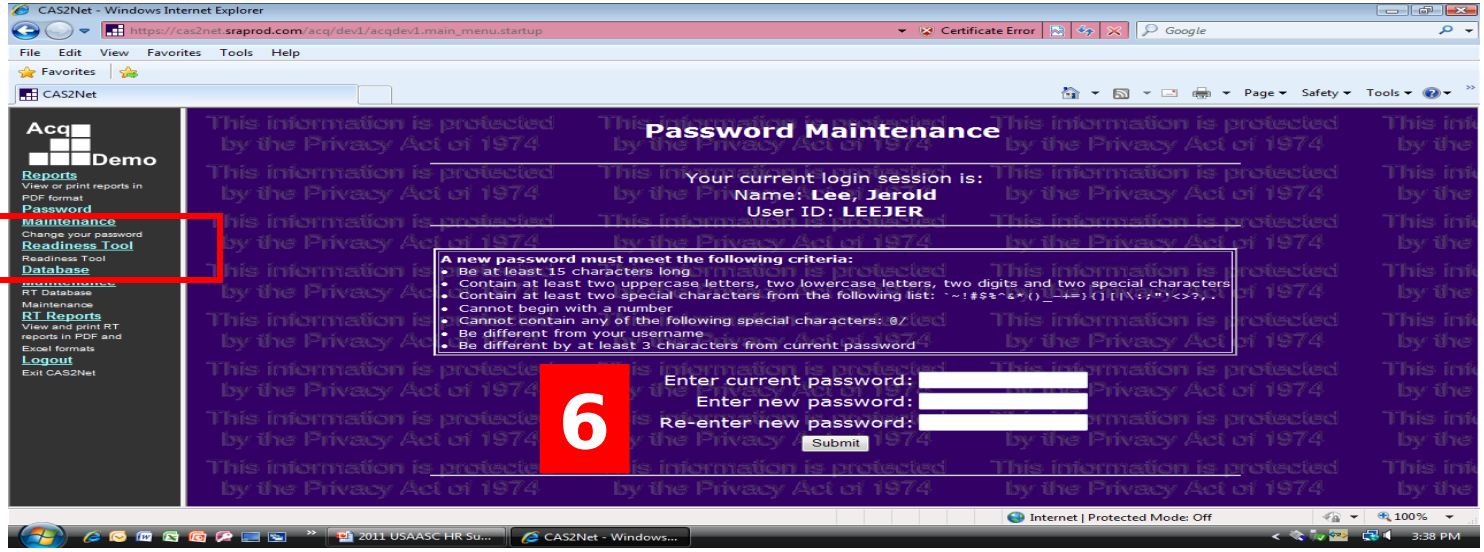
Accessing the Readiness Tool



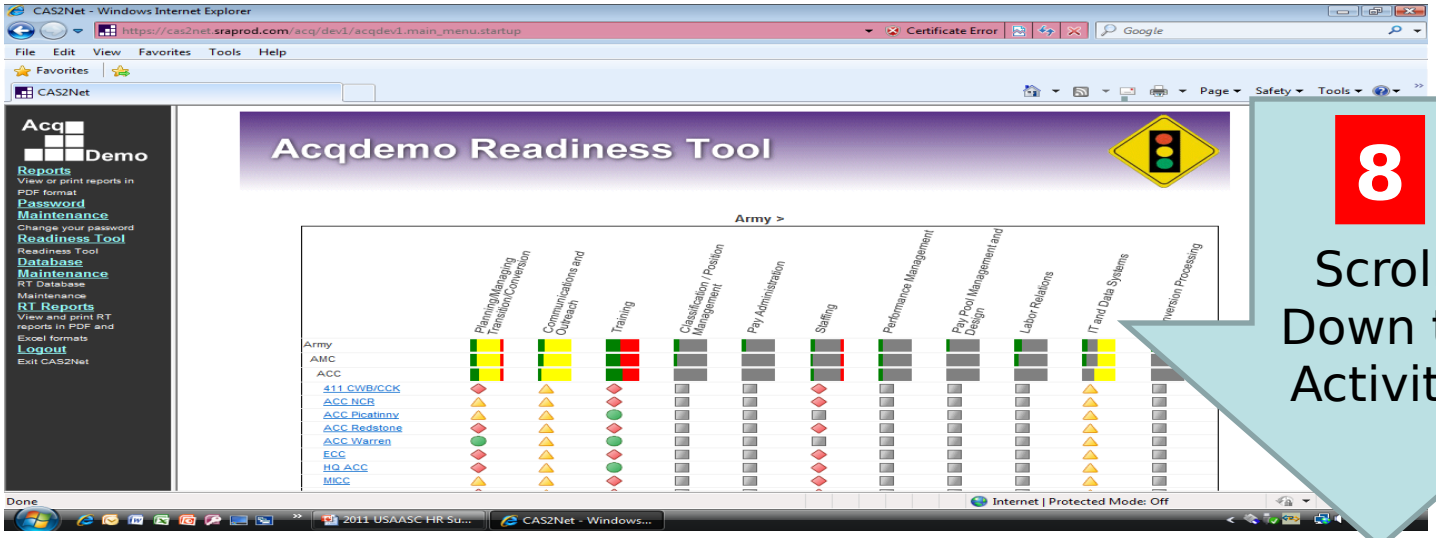


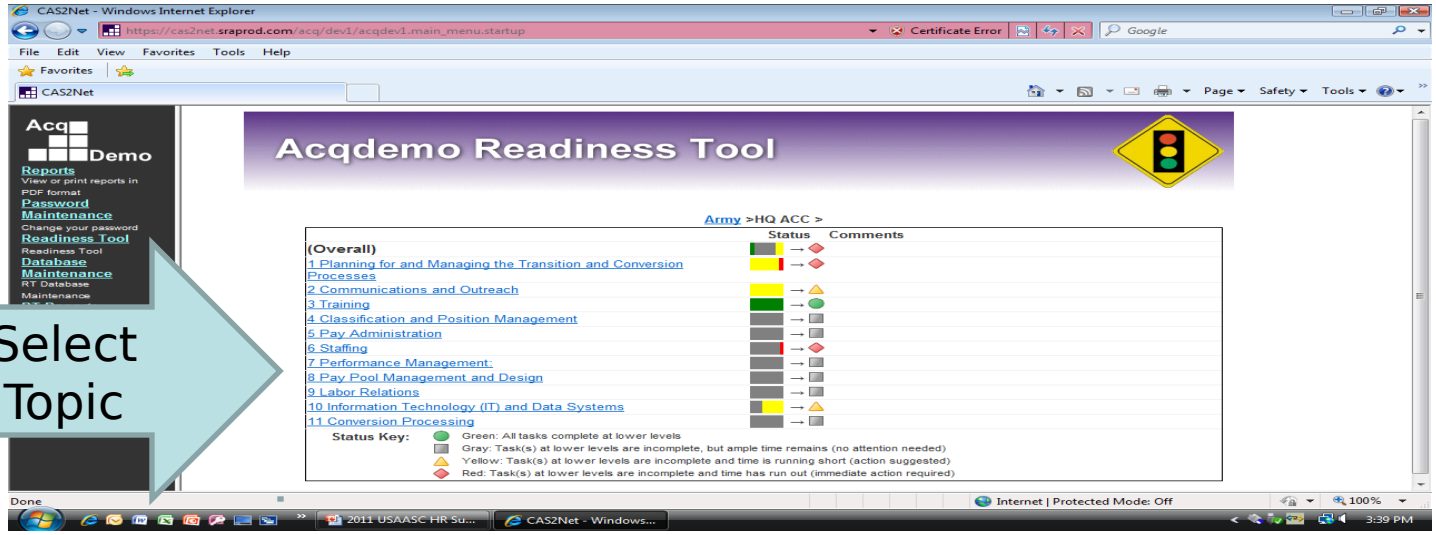
Accessing the Readiness Tool



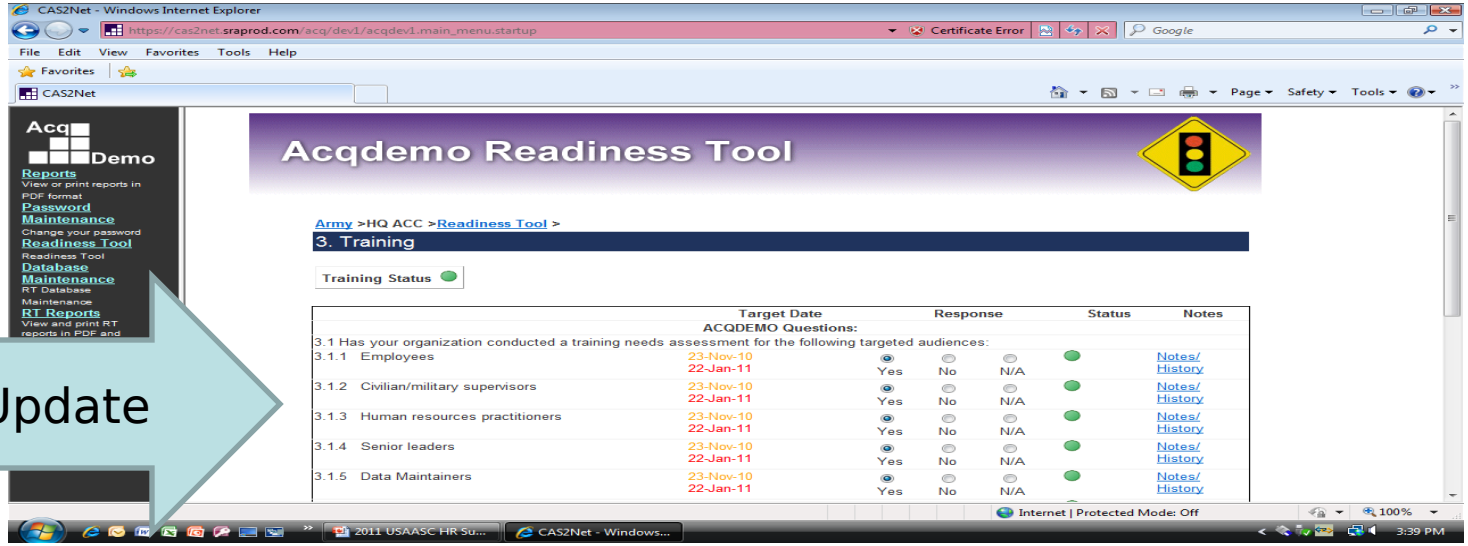


Accessing the Readiness Tool

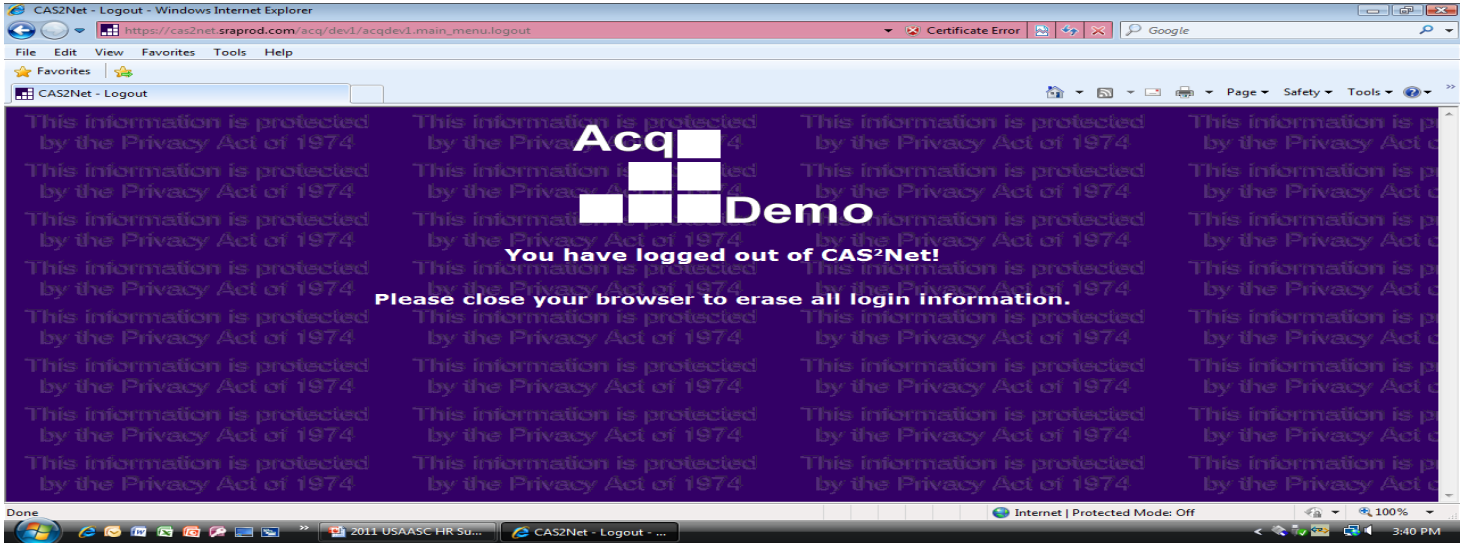




Accessing the Readiness Tool



10 Update



CAS2Net and Pay Pools

CAS2Net

- Now CAC enabled
- DD Form 2875 System Authorization Access Request
- CAS2Net Enhancement
- CCAS Form

CAS2Net

- The new CAC-based authentication is pretty slick.
- No more lost passwords!
- Need to collect from each user his/her 10-digit EDIPI (Electronic Data Interchange - Personal Identifier) from his/her CAC certificate
- Need to collect completed DD2875 (system access authorization request form) to meet IA requirements on user account documentation.
- Modified the user account section of the employee maintenance data form so that data maintainers can record a user's EDIPI thereby granting access via CAC.
- Will distribute guidance to the pay pools on the new CAC user authentication and user account management process in CAS2Net.
-
- If you look at your CAC certificates, EDIPI is appended after your name, as in Doe.John.D.0123456789.

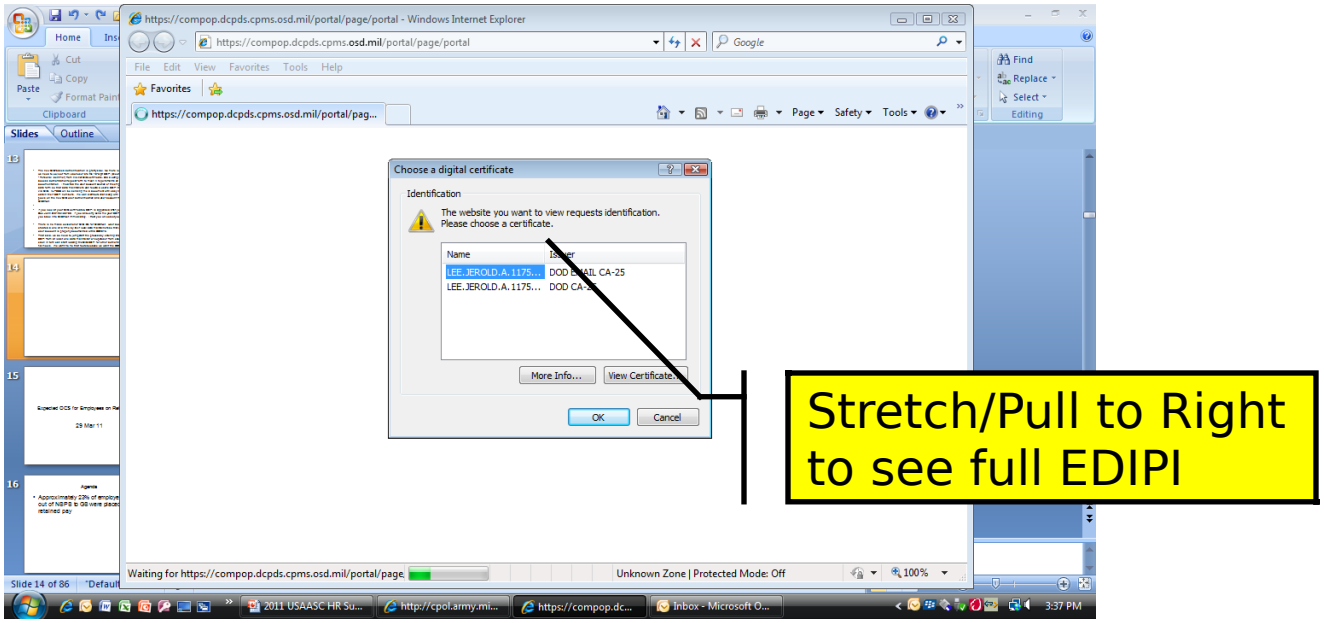
CAS2Net

- There is no mass collection of CAC IDs and DD Form 2875 for CAS2Net.
- User accounts are to be created a one at a time by their local data maintainers so that we can be sure each user account is properly documented with a DD2875.
- That said, we do need to jumpstart the process by entering into CAS2Net the CAC EDIPI from at least one data maintainer or superuser from each pay pool so that each in turn can start loading the CAC EDIPI for other authorized users in their paypools.
- Army AcqDemo Office will collect and maintain the DD Form 2875s on each pay pool's superuser and/or the primary data maintainer .
- Local users' D2875s will be collected by each pay pool, not at the Army AcqDemo Office or DoD AcqDemo Program Office level.

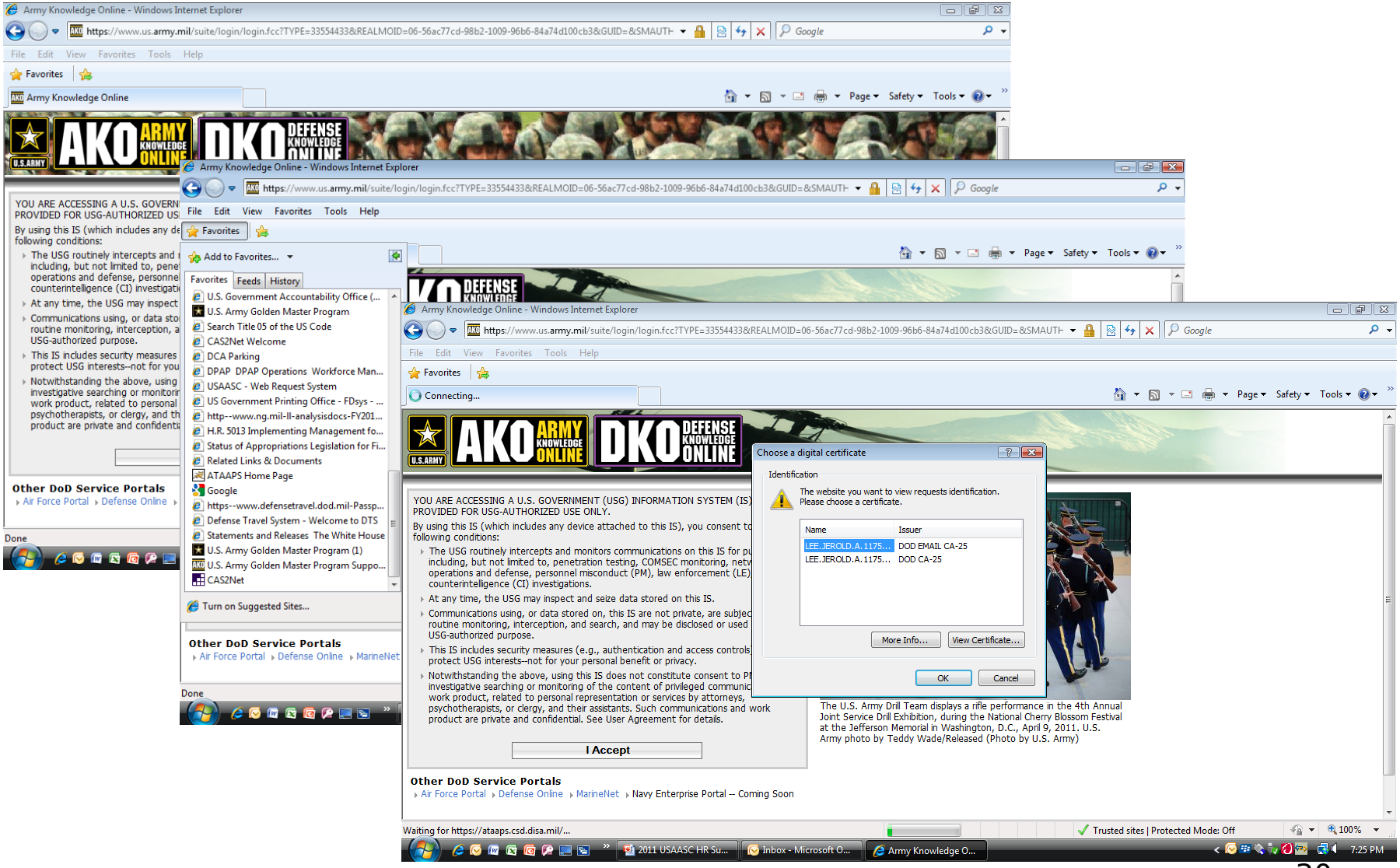
10-digit EDIPI (Electronic Data Interchange - Personal Identifier)

How to locate my EDIPI on my CAC?

1. From the Start menu taskbar, double click the ActivClient Agent icon.
2. When the ActivClient window opens, preview the blue banner at the very top of the window.
3. The EDIPI number is listed directly after your name. For example: Doe.Jane.12345667890 In this example 1234567890 is the EDIPI



How to Find Your EDIPI in 3 Clicks



Superuser / Primary Data Maintainer

		Pay Pool Number								
Component	Activity	Old	New	Name	Superuser	Data Maintainer	Other	EDIPI	Email Address	Phone Number
DoD	DoD			Jim Irwin	X				james.irwin@dau.mil	
Army 1000-1999	Army			Jerry Lee	X			1175837694	jerold.a.lee@us.army.mil	703-805-5498
				Tim Zeitler	X				tim.zeitler@us.army.mil	703-805-1098
				Lori Branch	X				lori.branch@us.army.mil	703-805-1077
	OASAALT	112	1001							
	USAASC HQ	129	1010							
	PEO Ammo	114	1011							
	PEO Aviation	134	1012							
	PEO C3T	113	1013							
	JPEO CBD	110	1014							
	PEO CS CSS	137	1015							
	PEO EIS	103	1016							
	PEO GCS	120	1017							
	PEO Integration	167	1018							
	PEO IEWS	121	1019							
	PEO MS	162	1020							
	PEO STRI	160	1021							
	PEO Soldier	161	1022							
	DASA P I&A	168	1023							

Enhancements to CAS2Net for 2011

14 Apr 11

Objectives/Interim Step-by-Step from NSPS to CCAS

4 April 2011

Transitioning NSPS Objectives in the Performance Appraisal Application (PAA) to Army AcqDemo Contribution-based Compensation and Appraisal System (CCAS) Form for Transition Year, Step-by-Step Process

During the Transition Year for NSPS to AcqDemo, a determination by DoD was made that objectives and accomplishments under the 2011 Rating Year for NSPS would be used in conjunction with the Army AcqDemo annual rating.

The process outlined below allows for NSPS objectives to be used during the transition year in AcqDemo. NSPS accomplishments from 1 October 2010 to 21 May 2011 (23 April 2011 for the Pilot Transition Spiral) will carry-over and be included in the AcqDemo annual rating ending 30 Sep 2011.

The following steps must be followed:

Step 1: NSPS Objectives in the PAA. Each NSPS Employee will have an *approved* Performance Plan in the NSPS PAA NLT 20 April 2011.

NSPS job objectives created/written in PAA.

Rating Official sends to HLR for approval (or Option B, Rating Official approves for HLR).

HLR approves NSPS objectives in PAA and returns to Rating Official.

Rating Official enters date and method of communication then transfers to Employees for acknowledgement.

Employee acknowledges objectives in PAA.

Objectives/Interim Step-by-Step from NSPS to CCAS

Step 2: The NSPS Interim Review will function as the NSPS Close-out. The interim period will be 1 October 2010 through 21 May 2011 for the 22 May 2011 Spiral and 1 October 2010 through 23 April 2011 for the Pilot Spiral. NOTE: An "approved" performance plan must be in the PAA before this step can be completed.

Employee provides interim self assessment of the NSPS performance objectives.

NLT 25 April 2011 for the 22 May Spiral.

NLT 8 April 2011 for the 24 April Pilot Spiral.

Rating Official provides a Supervisory interim assessment of the NSPS performance objectives.

NLT 19 May 2011for the 22 May Spiral.

NLT 21 April 2011 for the 24 April Pilot Spiral.

Rating Official transfers to HLR for review and approval.

HLR returns/transfers to the Rating Official.

Rating Official completes interim by entering date and method of communication.

Step 3: Army AcqDemo CCAS Form. To retrieve the Army AcqDemo CCAS Form, go to the following link and save "CCAS Form" to your computer.

http://asc.army.mil/policies/AcqDemo.cfm

Step 4: Preparing the Army AcqDemo CCAS Form. NLT 23 Jun 2011, AcqDemo employees will complete the top portion of the CCAS Form. If any information is not known (i.e. Career Path, Broadband Level, etc.) please contact your supervisor/rating official.

Objectives/Interim Step-by-Step from NSPS to CCAS

Step 5: Copying of NSPS Performance Objectives from the PAA to the CCAS Form. NLT 23 Jun 2011, Employee will copy from the PAA, his/her NSPS performance objectives and paste onto the CCAS Form in the area marked **Contribution Objectives**. Additional guidance is provided on the form.

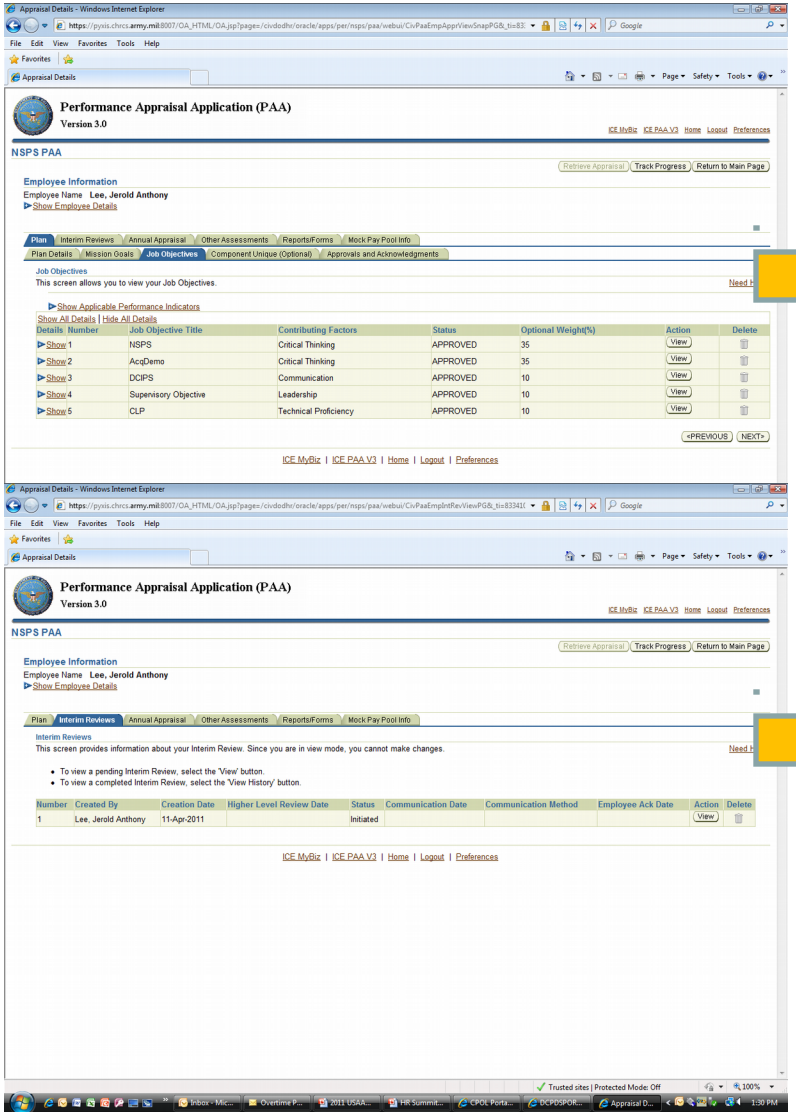
Step 6: Copying of Interim Assessments (Employee Interim Self-Assessments) to the CCAS Form. Once NSPS job objectives have been transferred, Employee will return to the PAA and copy the Interim self-assessments for each NSPS performance objective. Paste these to the CCAS Form in the area marked **Mid-Point Review (Employee Self-Assessment).** This will allow for the carryover of NSPS accomplishments into CCAS.

Step 7: Forwarding the Employee's CCAS Form to the Rating Official. Employees will email their completed CCAS Form to their Rating Official.

Step 8: Copying of the Rating Official Interim Assessment to the CCAS Form. Upon receipt of the completed Employee's CCAS Form, Rating Officials go to the PAA and copy the Rating Official Interim Assessments for each NSPS objective for each Employee; and paste these to the CCAS Form in the area marked **Mid-Point Review (Supervisor's Assessment).**

Step 9: Rating Official provides the completed CCAS Form to the Employee as an attachment to an email or in a face-to-face meeting.

PDF CCAS Form



DoD Civilian Acquisition Workforce Personnel Demonstration Project

EMPLOYEE NAME (FIRST NAME, MI, LAST NAME)	EMPLOYEE SSN XXX-XX-	DATE OF HIRE
EMPLOYEE'S POSITION TITLE	COMMAND	LOCATION
EXPECTED CONTRIBUTION RANGE (ECR)	CAREER PATH (NH, NJ or NK)	SERIES
BROADBAND LEVEL (I, II, III or IV)	PERIOD COVERED: * From: To:	
SUPERVISOR'S NAME	NOTE: The CCAS rating period is October 1 through September 30. Initial counseling is normally within 30 days from the date of hire of the new employee.	

Privacy Act Statement (552a of 5 U.S.C.)
1.AUTHORITY: Section III.D, Federal Register Notice dated January 8, 1999.
2.PURPOSE: The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and contribution goals, reinforce good contribution/work related behavior, correct inadequate contribution/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact contribution and work related behavior cannot be resolved in time for improvement before the end of the annual rating period.
3.ROUTINE USE: The CCAS Appraisal Form will be provided to the rated individual either directly or forwarded to the rated individual. A copy will be maintained in the ratee's Official Personnel File. This form and Part I are for organizational use only and will be returned to the rated individual after review by the supervisor and the pay pool panel. In addition, information collected on this form will be used for statistical and impact analysis of this form as an evaluation instrument. In addition as an evaluation instrument, application for some training and programs may require the completion and submission of this form.
4.DISCLOSURE: Disclosure of the rated individual's SSN is voluntary. However, failure to verify the SSN may result in a delayed or erroneous processing of the individual's CCAS and applicable payouts, i.e., General Pay Increase, Contribution Rating Increase and Contribution Award (if eligible). An employee self-assessment is voluntary. However, failure to provide the self-assessment requested will result in an appraisal of the rated individual without the benefits of that individual's comments. Should the rated individual use the Privacy Act as a basis not to provide a self assessment, this form will contain the rated individual's statement to that effect and be forwarded through to the pay pool panel.

Rules for Counseling:
1.Counseling (face-to-face, email, telephonic, etc.) is required for all civilians in the Civilian Acquisition Workforce Personnel Demonstration Project.
2.Use this form along with a copy of the factors, discriminators, and descriptors for the rated individual's career path, i.e., NH, NJ or NK, and the Ratee's position requirements document.
3.Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period. Other informal discussions are encouraged.
4.Document additional counseling with an addendum to this form.

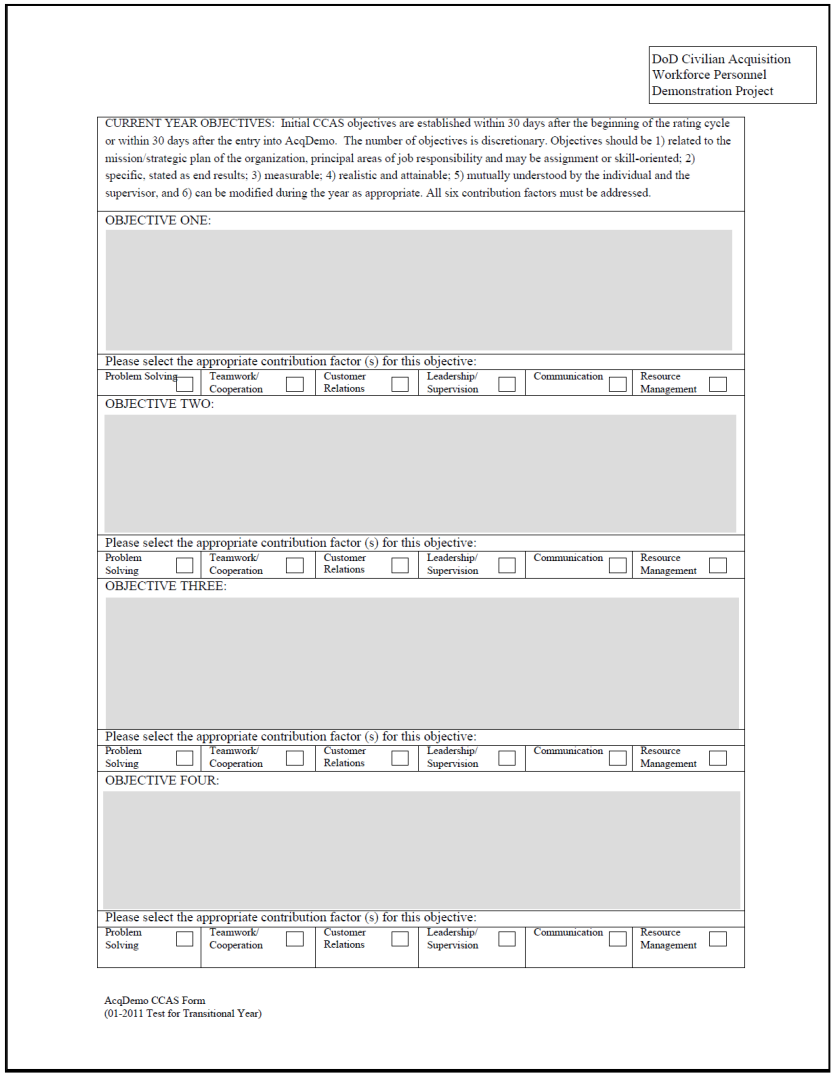
VERIFICATION OF COUNSELING OR DISCUSSION

The following face-to-face discussions of career path, broadband level, factors, factor weights (if any), discriminators, descriptors, expected Overall Contribution Score based on the employee's current base salary, and contribution goals for the rating period took place.

Counseling	Dates	Employee's Initials	Supervisor's Initials
Initial			
Mid-Point			
Mid-Point Remarks:			
Other Counseling, as needed			
Other Counseling, as needed			

AcqDemo CCAS Form
(01-2011 Test for Transitional Year)

PDF CCAS Form - Objectives



DoD Civilian Acquisition Workforce Personnel Demonstration Project

CURRENT YEAR OBJECTIVES: Initial CCAS objectives are established within 30 days after the beginning of the rating cycle or within 30 days after the entry into AcqDemo. The number of objectives is discretionary. Objectives should be 1) related to the mission/strategic plan of the organization, principal areas of job responsibility and may be assignment or skill-oriented; 2) specific, stated as end results; 3) measurable; 4) realistic and attainable; 5) mutually understood by the individual and the supervisor, and 6) can be modified during the year as appropriate. All six contribution factors must be addressed.

OBJECTIVE ONE:

Please select the appropriate contribution factor (s) for this objective:

Problem Solving ☐	Teamwork/ Cooperation ☐	Customer Relations ☐	Leadership/ Supervision ☐	Communication ☐	Resource Management ☐

OBJECTIVE TWO:

Please select the appropriate contribution factor (s) for this objective:

Problem Solving ☐	Teamwork/ Cooperation ☐	Customer Relations ☐	Leadership/ Supervision ☐	Communication ☐	Resource Management ☐

OBJECTIVE THREE:

Please select the appropriate contribution factor (s) for this objective:

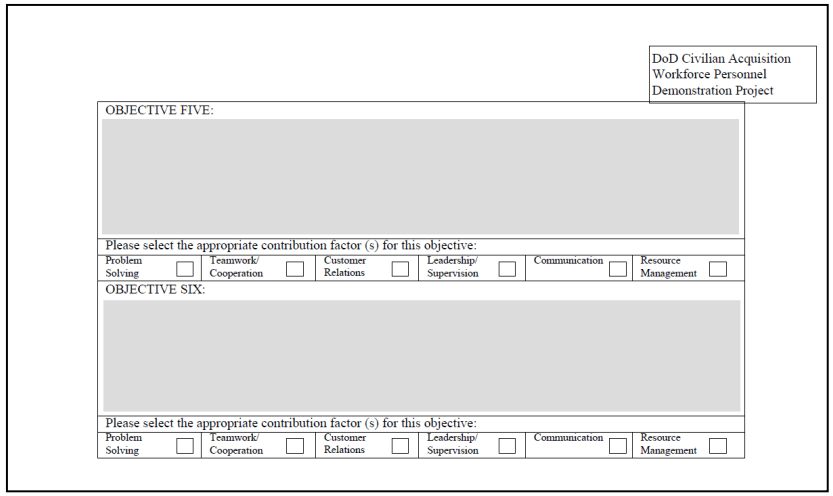
Problem Solving ☐	Teamwork/ Cooperation ☐	Customer Relations ☐	Leadership/ Supervision ☐	Communication ☐	Resource Management ☐

OBJECTIVE FOUR:

Please select the appropriate contribution factor (s) for this objective:

Problem Solving ☐	Teamwork/ Cooperation ☐	Customer Relations ☐	Leadership/ Supervision ☐	Communication ☐	Resource Management ☐

AcqDemo CCAS Form
(01-2011 Test for Transitional Year)



DoD Civilian Acquisition Workforce Personnel Demonstration Project

OBJECTIVE FIVE:

Please select the appropriate contribution factor (s) for this objective:

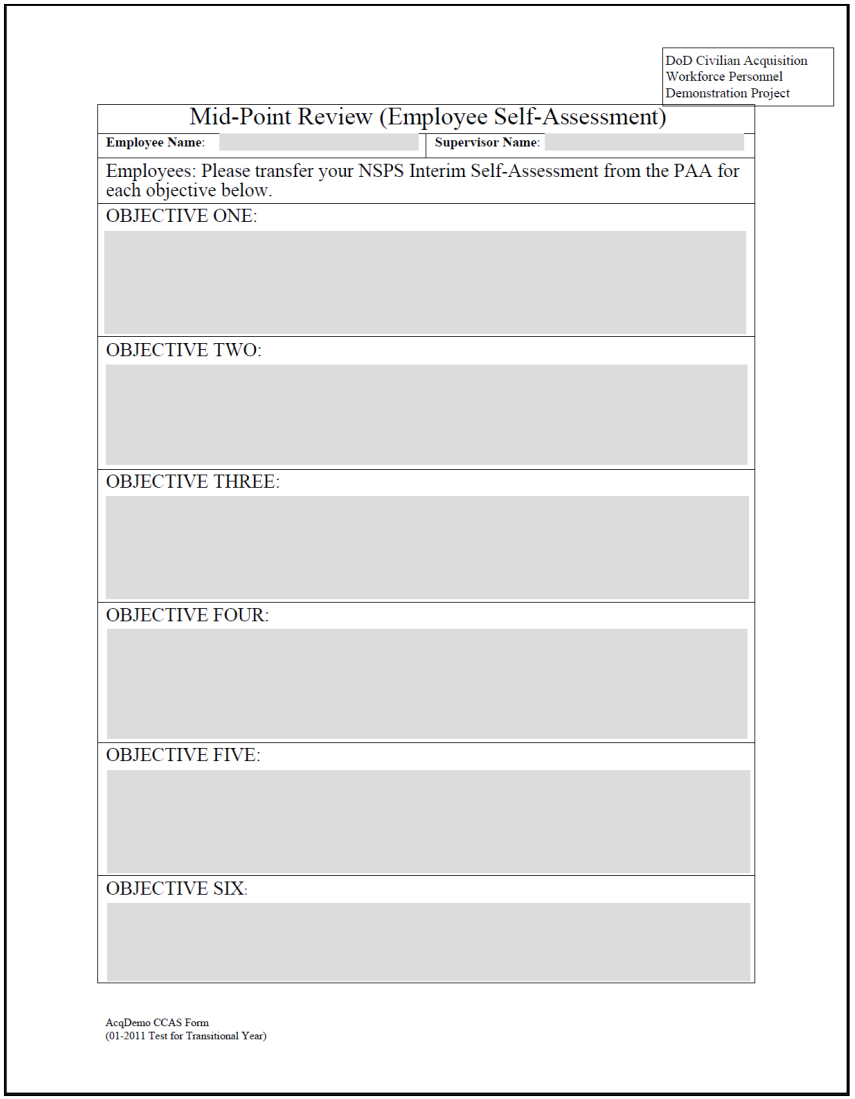
Problem Solving ☐	Teamwork/ Cooperation ☐	Customer Relations ☐	Leadership/ Supervision ☐	Communication ☐	Resource Management ☐

OBJECTIVE SIX:

Please select the appropriate contribution factor (s) for this objective:

Problem Solving ☐	Teamwork/ Cooperation ☐	Customer Relations ☐	Leadership/ Supervision ☐	Communication ☐	Resource Management ☐

PDF CCAS Form – Interim / Mid-Point



DoD Civilian Acquisition Workforce Personnel Demonstration Project

Mid-Point Review (Employee Self-Assessment)

Employee Name: **Supervisor Name:**

Employees: Please transfer your NSPS Interim Self-Assessment from the PAA for each objective below.

OBJECTIVE ONE:

OBJECTIVE TWO:

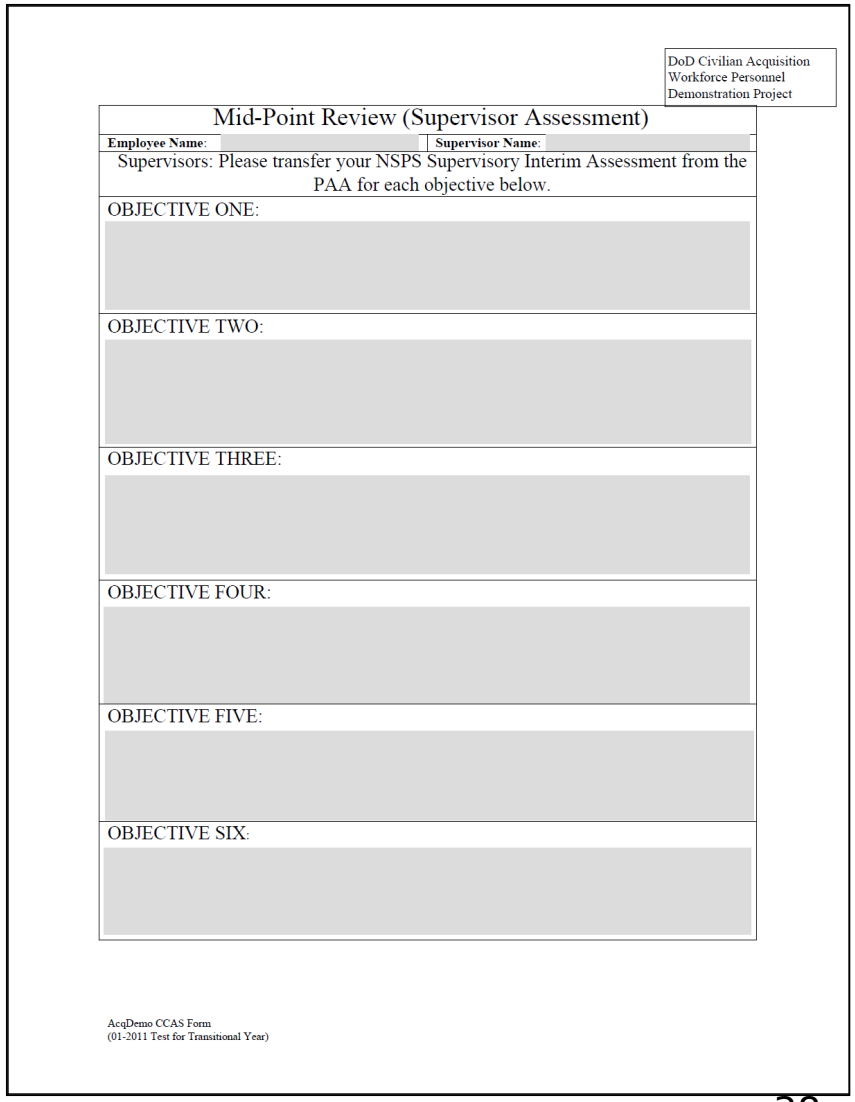
OBJECTIVE THREE:

OBJECTIVE FOUR:

OBJECTIVE FIVE:

OBJECTIVE SIX:

AcqDemo CCAS Form
(01-2011 Test for Transitional Year)



DoD Civilian Acquisition Workforce Personnel Demonstration Project

Mid-Point Review (Supervisor Assessment)

Employee Name: **Supervisor Name:**

Supervisors: Please transfer your NSPS Supervisory Interim Assessment from the PAA for each objective below.

OBJECTIVE ONE:

OBJECTIVE TWO:

OBJECTIVE THREE:

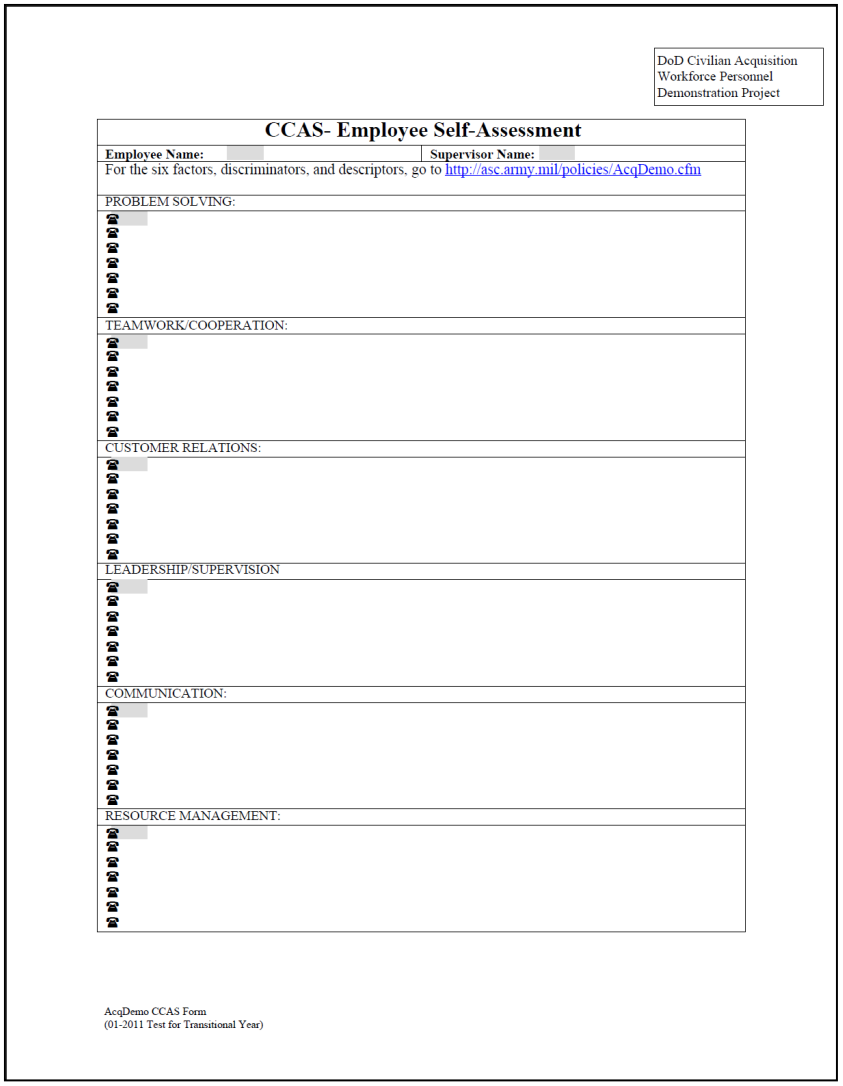
OBJECTIVE FOUR:

OBJECTIVE FIVE:

OBJECTIVE SIX:

AcqDemo CCAS Form
(01-2011 Test for Transitional Year)

PDF CCAS Form – Annual Assessment



DoD Civilian Acquisition
Workforce Personnel
Demonstration Project

CCAS- Employee Self-Assessment

Employee Name: **Supervisor Name:**

For the six factors, discriminators, and descriptors, go to http://asc.army.mil/policies/AcqDemo.cfm

PROBLEM SOLVING:

TEAMWORK/COOPERATION:

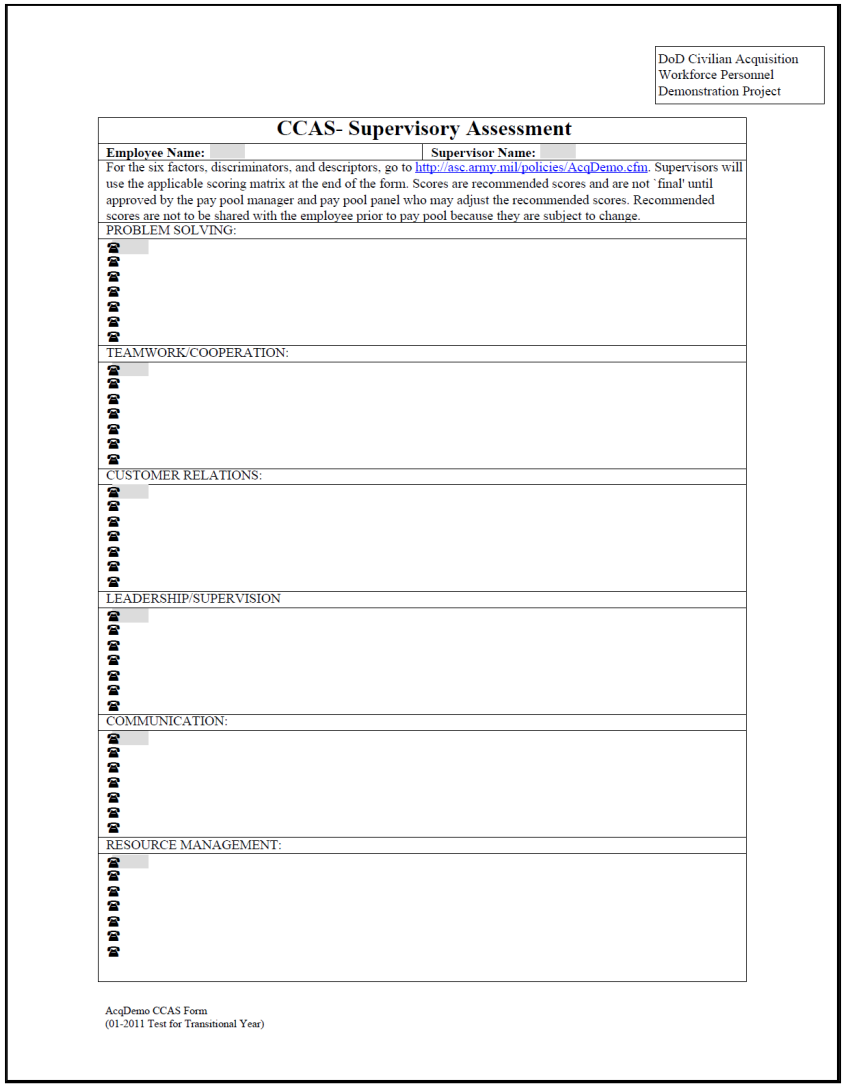
CUSTOMER RELATIONS:

LEADERSHIP/SUPERVISION

COMMUNICATION:

RESOURCE MANAGEMENT:

AcqDemo CCAS Form
(01-2011 Test for Transitional Year)



DoD Civilian Acquisition
Workforce Personnel
Demonstration Project

CCAS- Supervisory Assessment

Employee Name: **Supervisor Name:**

For the six factors, discriminators, and descriptors, go to http://asc.army.mil/policies/AcqDemo.cfm. Supervisors will use the applicable scoring matrix at the end of the form. Scores are recommended scores and are not 'final' until approved by the pay pool manager and pay pool panel who may adjust the recommended scores. Recommended scores are not to be shared with the employee prior to pay pool because they are subject to change.

PROBLEM SOLVING:

TEAMWORK/COOPERATION:

CUSTOMER RELATIONS:

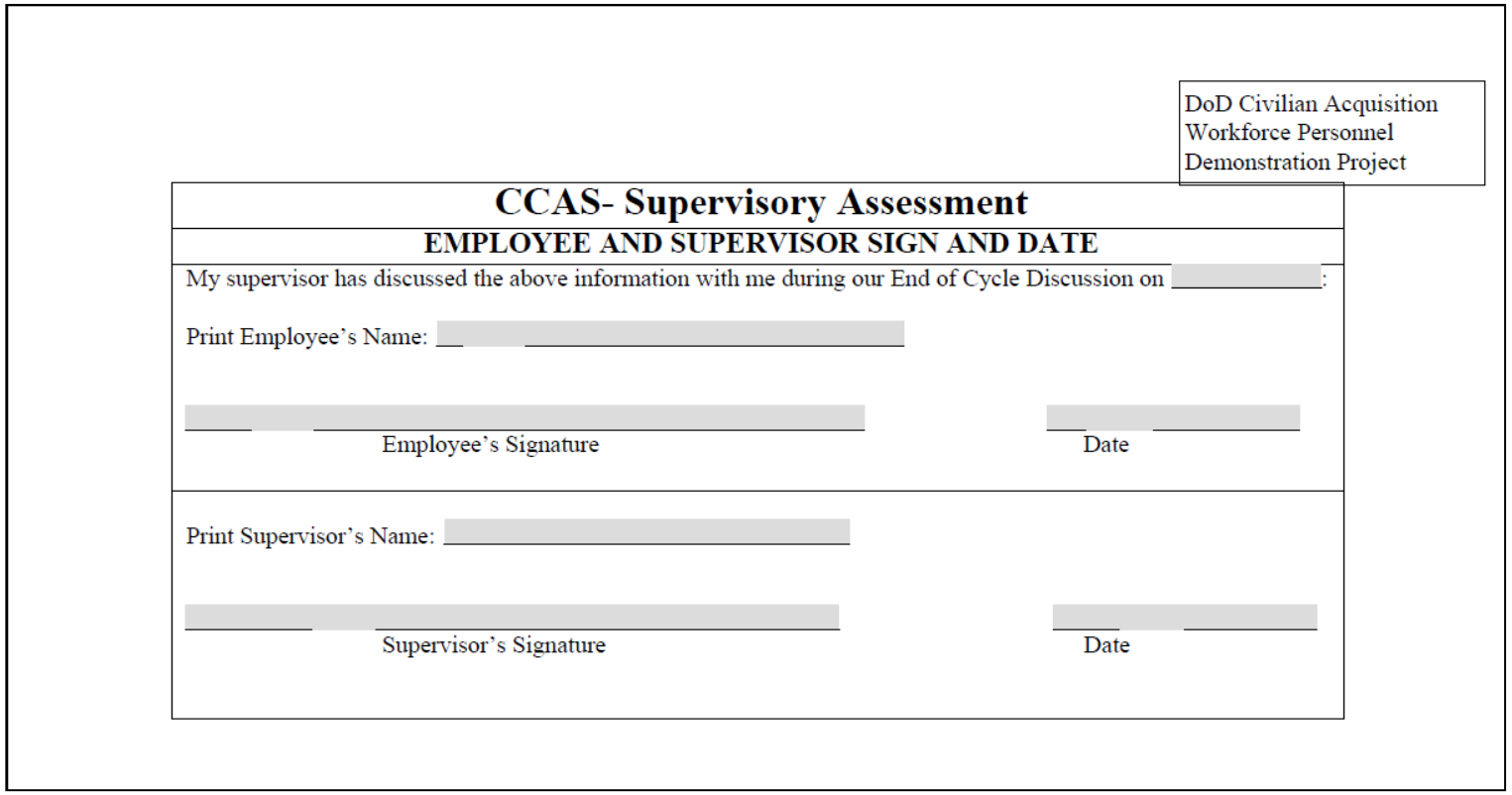
LEADERSHIP/SUPERVISION

COMMUNICATION:

RESOURCE MANAGEMENT:

AcqDemo CCAS Form
(01-2011 Test for Transitional Year)

PDF CCAS Form – Signature



DoD Civilian Acquisition
Workforce Personnel
Demonstration Project

CCAS- Supervisory Assessment

EMPLOYEE AND SUPERVISOR SIGN AND DATE

My supervisor has discussed the above information with me during our End of Cycle Discussion on _____:

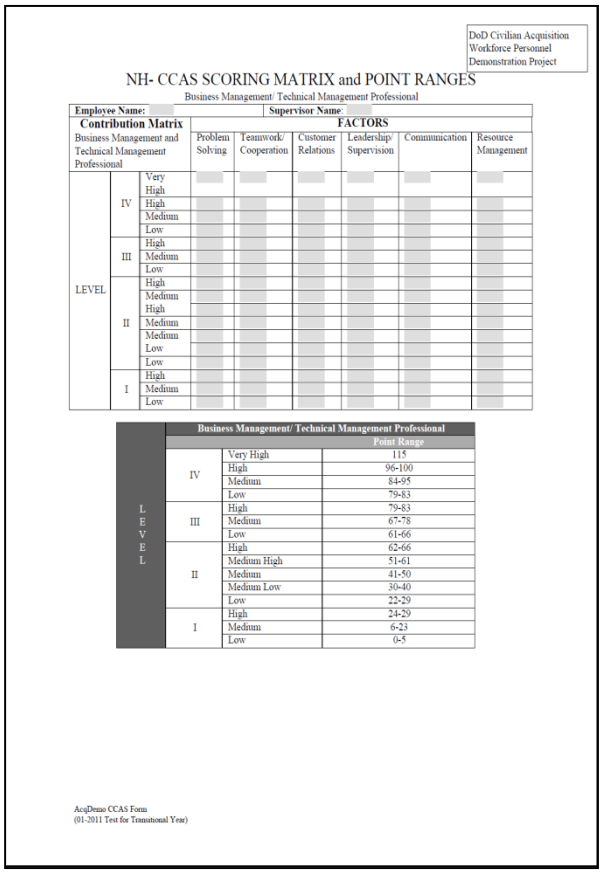
Print Employee's Name: _____

_____ _____
Employee's Signature Date

Print Supervisor's Name: _____

_____ _____
Supervisor's Signature Date

Scoring Matrixes



DoD Civilian Acquisition Workforce Personnel Demonstration Project

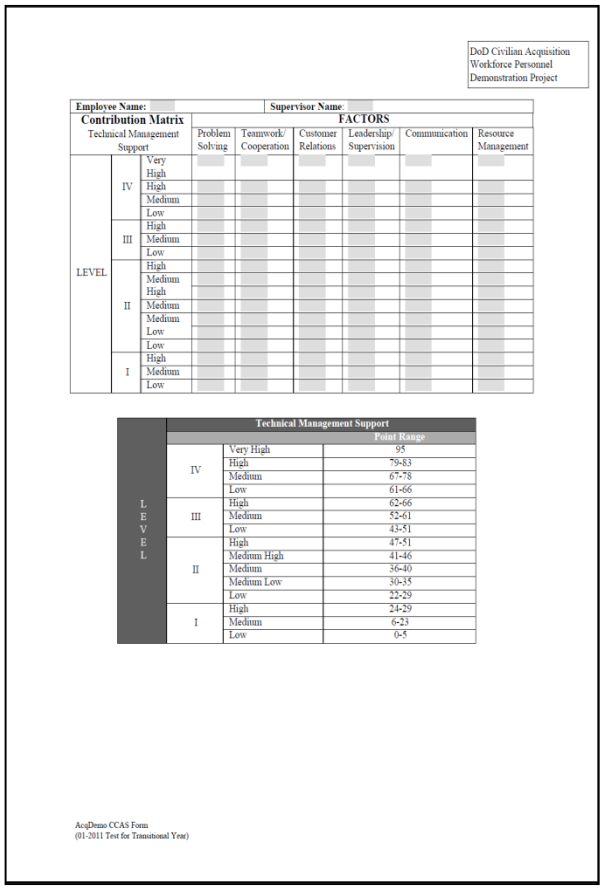
NH- CCAS SCORING MATRIX and POINT RANGES

Business Management/ Technical Management Professional

Employee Name:		Supervisor Name:					
Contribution Matrix Business Management and Technical Management Professional		**FACTORS**					
		Problem Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Communication	Resource Management
LEVEL IV	Very High						
	High						
	Medium						
	Low						
LEVEL III	High						
	Medium						
	Low						
LEVEL II	High						
	Medium						
	High						
	Medium						
	Medium						
	Low						
LEVEL I	Low						
	High						
	Medium						
	Low						

LEVEL	Business Management/ Technical Management Professional	
		Point Range
IV	Very High	115
	High	96-100
	Medium	84-95
	Low	79-83
III	High	79-83
	Medium	67-78
	Low	61-66
II	High	62-66
	Medium High	51-61
	Medium	41-50
	Medium Low	30-40
	Low	22-29
I	High	24-29
	Medium	6-23
	Low	0-5

AcqDemo CCAS Form
(01-2011 Test for Transitional Year)

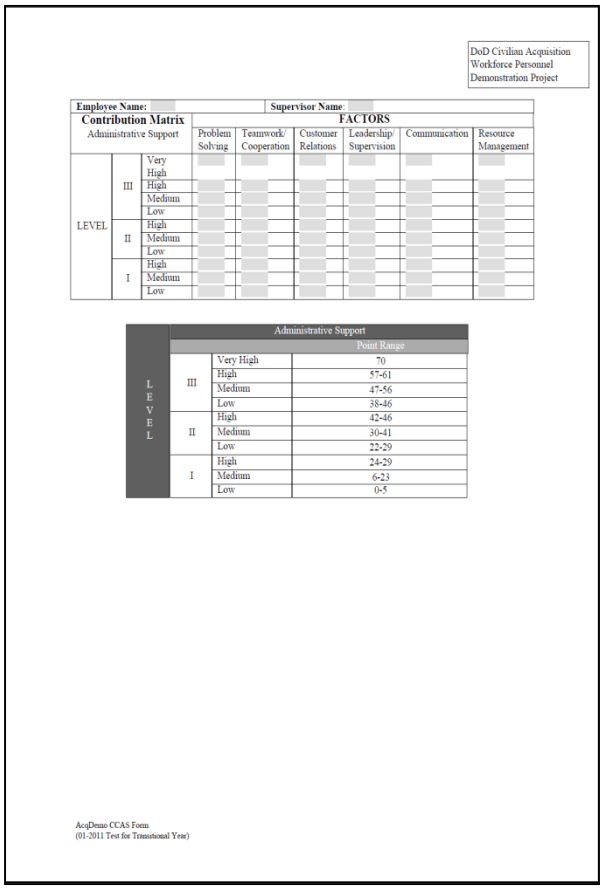


DoD Civilian Acquisition Workforce Personnel Demonstration Project

Employee Name:		Supervisor Name:					
Contribution Matrix Technical Management Support		**FACTORS**					
		Problem Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Communication	Resource Management
LEVEL IV	Very High						
	High						
	Medium						
	Low						
LEVEL III	High						
	Medium						
	Low						
LEVEL II	High						
	Medium						
	High						
	Medium						
	Medium						
	Low						
LEVEL I	Low						
	High						
	Medium						
	Low						

LEVEL	Technical Management Support	
		Point Range
IV	Very High	95
	High	79-83
	Medium	67-78
	Low	61-66
III	High	62-66
	Medium	52-61
	Low	43-51
II	High	47-51
	Medium High	41-46
	Medium	36-40
	Medium Low	30-35
	Low	22-29
I	High	24-29
	Medium	6-23
	Low	0-5

AcqDemo CCAS Form
(01-2011 Test for Transitional Year)



DoD Civilian Acquisition Workforce Personnel Demonstration Project

Employee Name:		Supervisor Name:					
Contribution Matrix Administrative Support		**FACTORS**					
		Problem Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Communication	Resource Management
LEVEL III	Very High						
	High						
	Medium						
	Low						
LEVEL II	High						
	Medium						
	Low						
LEVEL I	High						
	Medium						
	Low						

LEVEL	Administrative Support	
		Point Range
III	Very High	70
	High	57-61
	Medium	47-56
	Low	38-46
II	High	42-46
	Medium	30-41
	Low	22-29
I	High	24-29
	Medium	6-23
	Low	0-5

AcqDemo CCAS Form
(01-2011 Test for Transitional Year)

CAS2Net Enhancement

- CAC enabled
- Contribution objectives by supervisors
- Employee and supervisor mid-point assessments
- Employee and supervisor annual assessments
- Supervisors recommended categorical and numerical scores

CAS2Net CAC Enabled

- Data maintainers will need to submit DD Form 2875* to Army AcqDemo Office to gain access to CAS2Net

- Data maintainers will need to collect DD Form 2875 for users they add to CAS2Net

*System Authorization Access Request

Contribution Objectives

- Supervisors have a screen where they can add text that defines the employee's contribution objectives for the year
- Employees can view screen that shows their objectives
- Both supervisors and employees can print an objectives form

Employee Self-assessments

- This module already exists in CAS2Net, but has never been enabled primarily due to decisions early on to not wanting to maintain the required number of accounts
  - This issue is mitigated by CAC-enabling
- Employee enters mid-point and annual self-assessment text, by factor (no rating)
- Supervisor can view employee self-assessment and copy and paste text to the supervisor assessment
- Both employee and supervisor can print the self-assessment

Interim/Mid-Point Feedback

- Supervisor can enter feedback (no ratings) by factor or overall and record date the feedback was given to the employee
- Employee can view feedback
- Both supervisor and employee can print feedback
- Supervisor can complete feedback form as many times as needed

Ready for this CCAS Cycle

NSPS2GS Tool

Sarah Chambers, PEO EIS:

“When is the NSPS to GS tool expected to be ready? Will this tool be the authoritative document for converting employees to the inputted Career Path and BBL? And in our last AcqDemo teleconference there was mention by the moderator that a listing or database roster of employees was going to be sent to all the converting organizations. Is that still going to occur and what do we do with that roster once we receive it?”

Todd Cole, Program Development Division, Office of the Assistant G-1 for Civilian Personnel

“The Tool is being tested by the team here and we have submitted comments for updates. I expect it will be deployed by end of the month.”

https://acpol2.army.mil/nsps2gs/inbox

N2G: Home - Windows Internet Explorer

https://acpol2.army.mil/ako/nsps2gs/inbox/index.aspx

Live Search

N2G: Home

Page Tools

NSPS 2 GS

Feb 18, 2011

FASCLASS | CPOL | Army NSPS | DOD NSPS

Command Review | HR Review | Reports | References and Tools

jeffrey.teyema[TM]

NSPS2GS is a web-based tool for the NSPS office to identify GS equivalency for NSPS positions, and helps gathering Position Descriptions (PD) related information and automating workflow in the conversion out process. It offers robust search & report capabilities and provides the conversion-out standing & progress status.

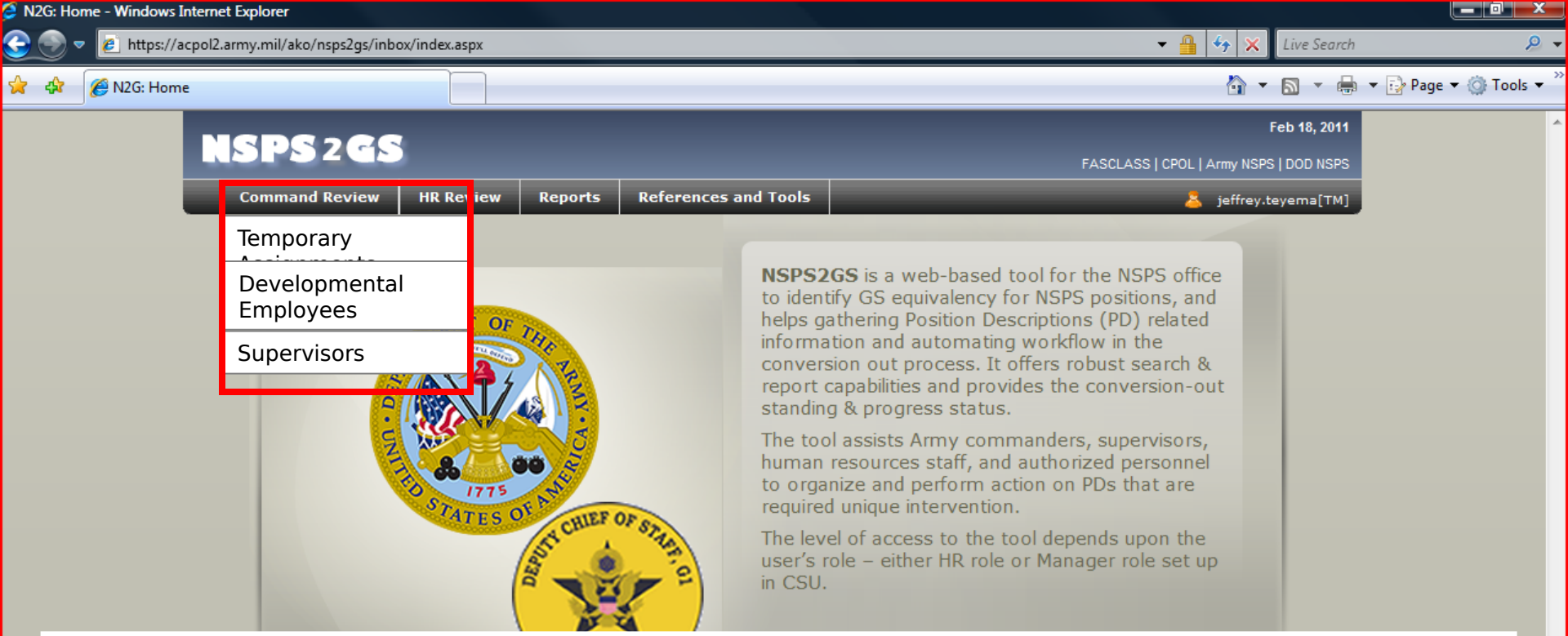
The tool assists Army commanders, supervisors, human resources staff, and authorized personnel to organize and perform action on PDs that are required unique intervention.

The level of access to the tool depends upon the user's role – either HR role or Manager role set up in CSU.

To begin, move the mouse over one of the menu items on the top of the page, as an example Reports, to display the sub-menu item choices, then click on the desired menu choice.

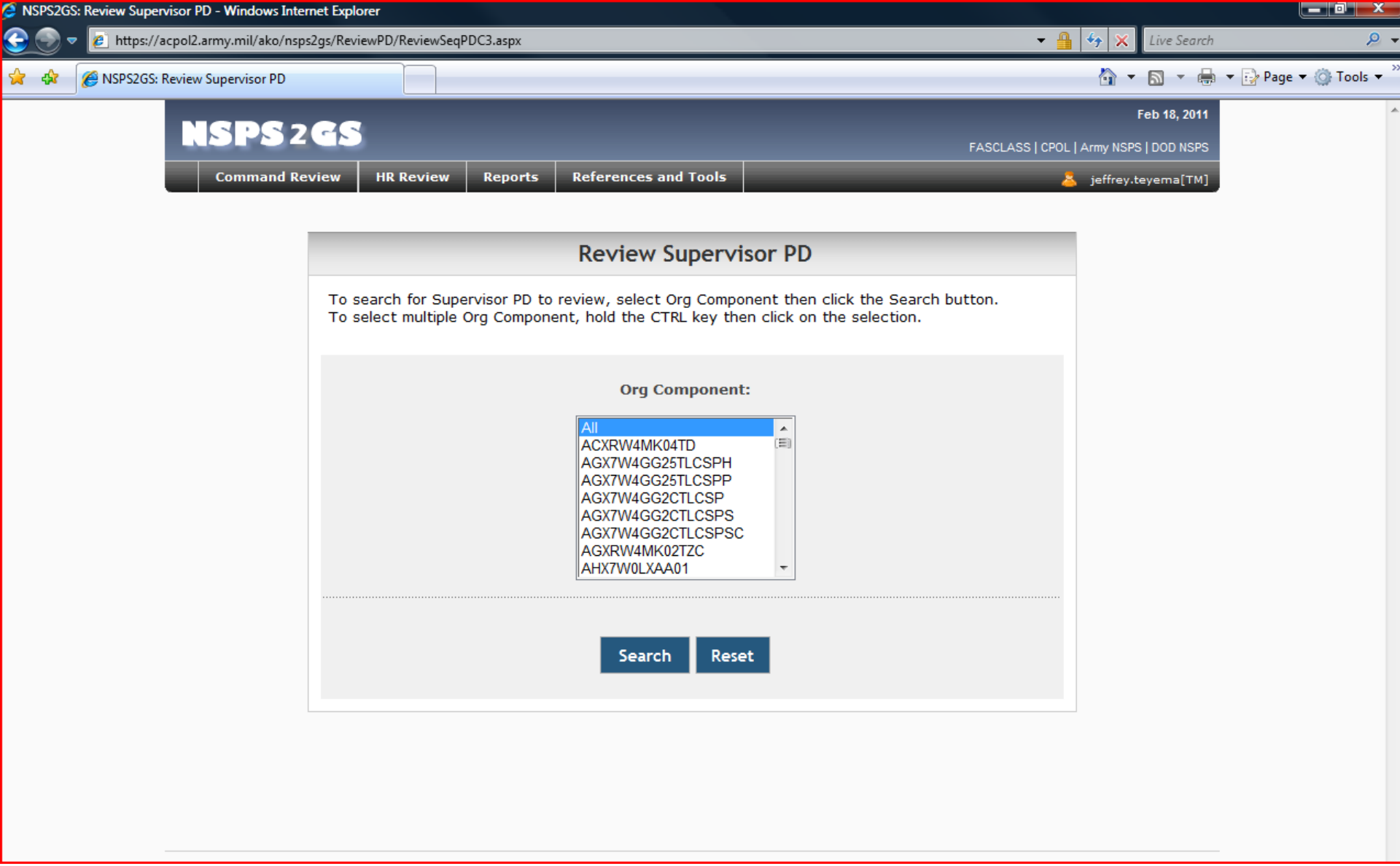
Powered by FASCLASS

Contact Us



Immediate action required: Managers or TMs need to review subordinate Supervisory positions, developmental positions and employees on temporary assignments.

Decisions made under this tab will identify records that require further review and will flow to the HR Review Tab for final work or Managers will submit RPAs, depending on the action Management decides to take.


NSPS2GS: Review Supervisor PD - Windows Internet Explorer
https://acpol2.army.mil/ako/nsps2gs/ReviewPD/ReviewSeqPDC3.aspx
Live Search
NSPS2GS: Review Supervisor PD
Page
Tools
NSPS 2GS
Feb 18, 2011
FASCLASS | CPOL | Army NSPS | DOD NSPS
Command Review
HR Review
Reports
References and Tools
jeffrey.teyema[TM]
Review Supervisor PD
To search for Supervisor PD to review, select Org Component then click the Search button.
To select multiple Org Component, hold the CTRL key then click on the selection.
Org Component:
All
ACXRW4MK04TD
AGX7W4GG25TLCSPH
AGX7W4GG25TLCSPP
AGX7W4GG2CTLCSP
AGX7W4GG2CTLCSPS
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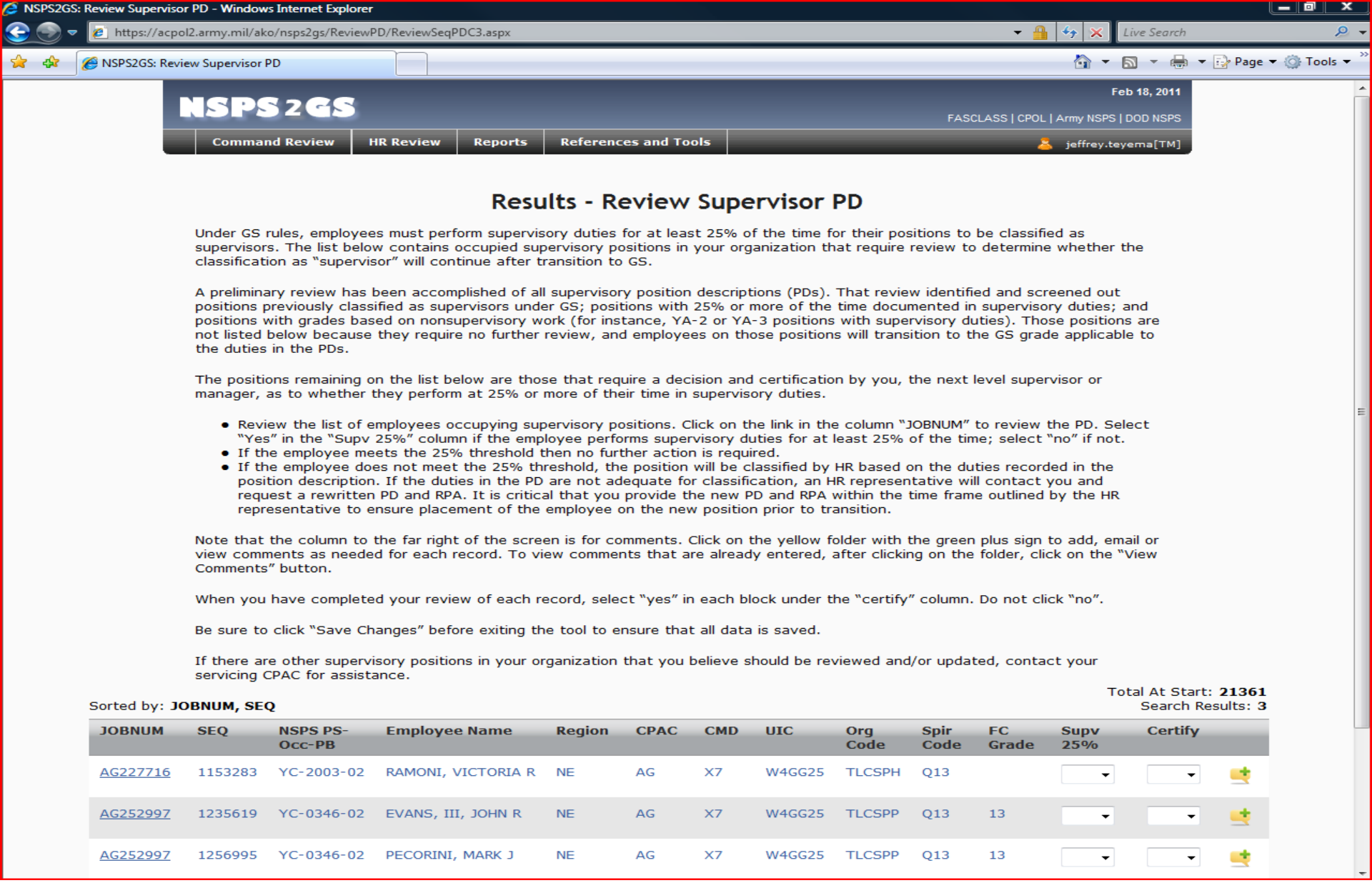
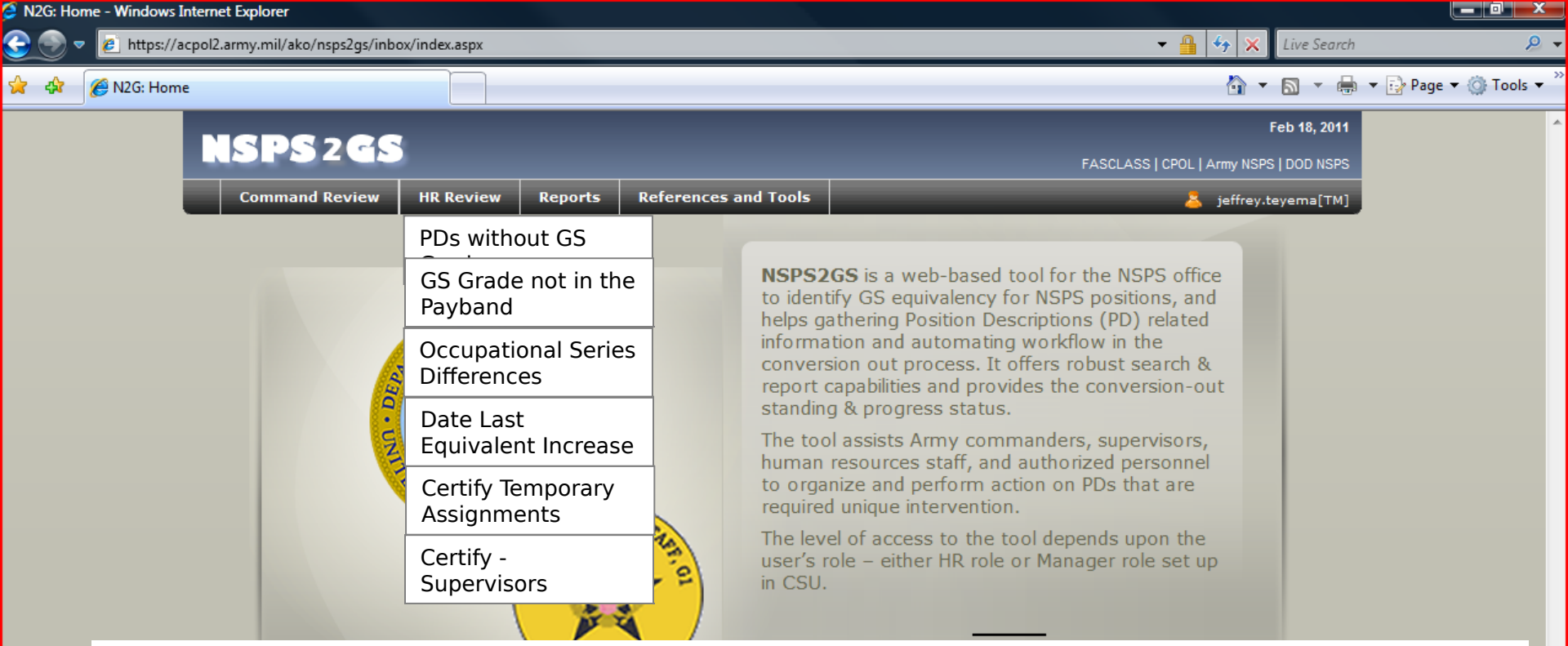
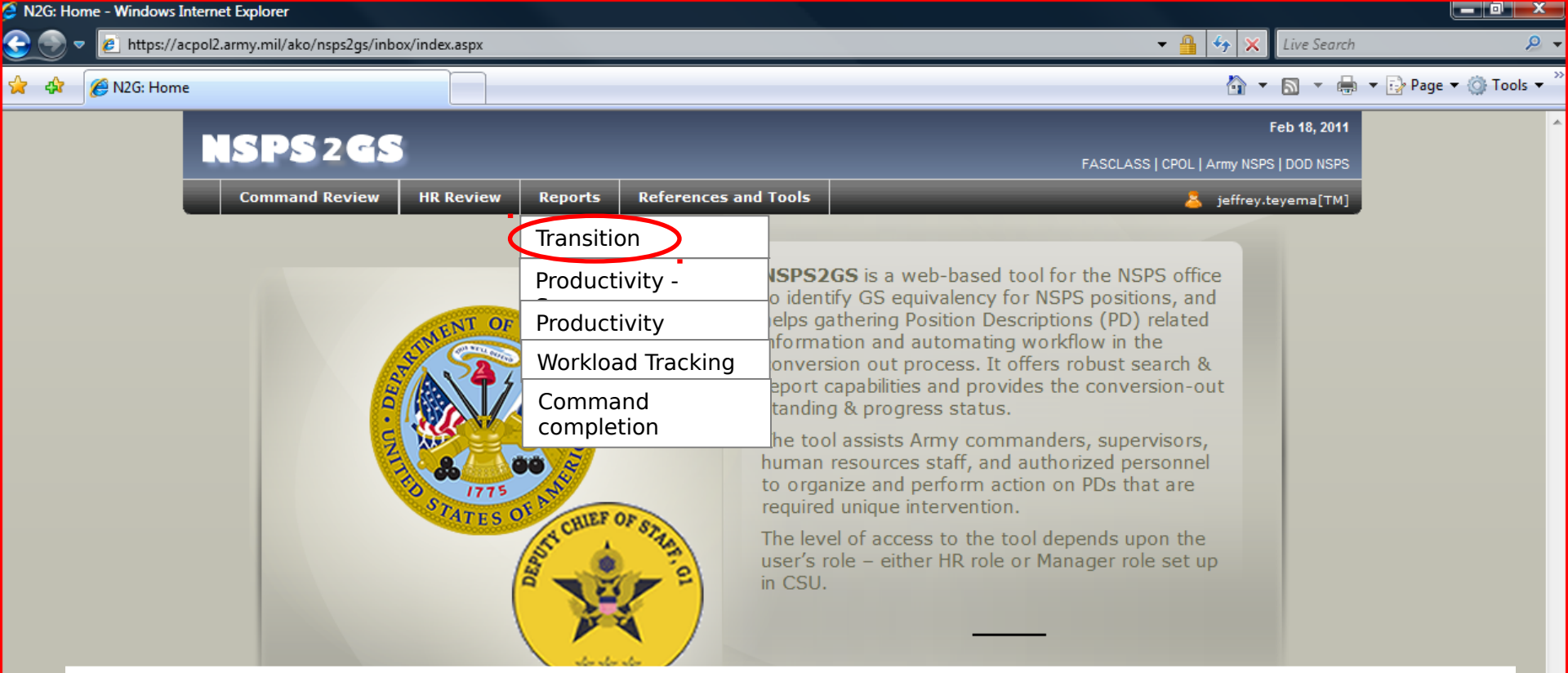
Search
Reset


NSPS2GS: Review Supervisor PD - Windows Internet Explorer
https://acpol2.army.mil/ako/nsps2gs/ReviewPD/ReviewSeqPDC3.aspx
Live Search
NSPS2GS: Review Supervisor PD
Page
Tools
NSPS 2GS
Feb 18, 2011
FASCLASS | CPOL | Army NSPS | DOD NSPS
Command Review
HR Review
Reports
References and Tools
jeffrey.teyema[TM]
Results - Review Supervisor PD
Under GS rules, employees must perform supervisory duties for at least 25% of the time for their positions to be classified as supervisors. The list below contains occupied supervisory positions in your organization that require review to determine whether the classification as "supervisor" will continue after transition to GS.
A preliminary review has been accomplished of all supervisory position descriptions (PDs). That review identified and screened out positions previously classified as supervisors under GS; positions with 25% or more of the time documented in supervisory duties; and positions with grades based on nonsupervisory work (for instance, YA-2 or YA-3 positions with supervisory duties). Those positions are not listed below because they require no further review, and employees on those positions will transition to the GS grade applicable to the duties in the PDs.
The positions remaining on the list below are those that require a decision and certification by you, the next level supervisor or manager, as to whether they perform at 25% or more of their time in supervisory duties.
Review the list of employees occupying supervisory positions. Click on the link in the column "JOBNUM" to review the PD. Select "Yes" in the "Supv 25%" column if the employee performs supervisory duties for at least 25% of the time; select "no" if not.
If the employee meets the 25% threshold then no further action is required.
If the employee does not meet the 25% threshold, the position will be classified by HR based on the duties recorded in the position description. If the duties in the PD are not adequate for classification, an HR representative will contact you and request a rewritten PD and RPA. It is critical that you provide the new PD and RPA within the time frame outlined by the HR representative to ensure placement of the employee on the new position prior to transition.
Note that the column to the far right of the screen is for comments. Click on the yellow folder with the green plus sign to add, email or view comments as needed for each record. To view comments that are already entered, after clicking on the folder, click on the "View Comments" button.
When you have completed your review of each record, select "yes" in each block under the "certify" column. Do not click "no".
Be sure to click "Save Changes" before exiting the tool to ensure that all data is saved.
If there are other supervisory positions in your organization that you believe should be reviewed and/or updated, contact your servicing CPAC for assistance.
Sorted by: JOBNUM, SEQ
Total At Start: 21361
Search Results: 3
JOBNUM
SEQ
NSPS PS-Occ-PB
Employee Name
Region
CPAC
CMD
UIC
Org Code
Spir Code
FC Grade
Supv 25%
Certify
AG227716 1153283 YC-2003-02 RAMONI, VICTORIA R NE AG X7 W4GG25 TLCSPH Q13
AG252997 1235619 YC-0346-02 EVANS, III, JOHN R NE AG X7 W4GG25 TLCSPP Q13 13
AG252997 1256995 YC-0346-02 PECORINI, MARK J NE AG X7 W4GG25 TLCSPP Q13 13



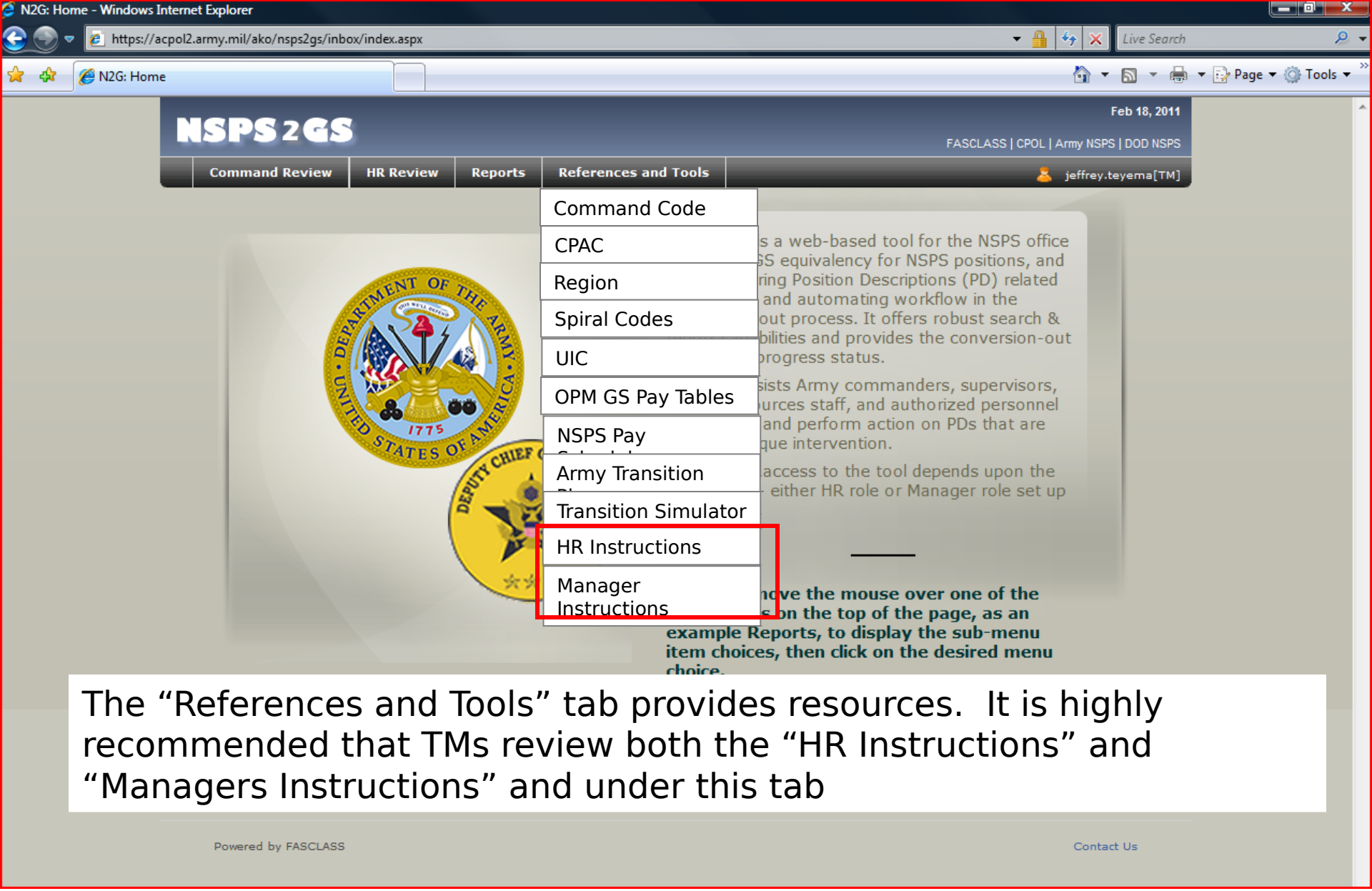
HR Directors and others with HR access (Manager's Tab) will be able to log into
this area with read and report capability. Access to make changes in these screens is limited to those in CPAC.

HR Review will also be used by the CPAC to finalize the actions based Managements on the decisions made under the Command Review tab.



Reports tab includes several reports, most of which are for CHRA use.

Once the reviews have been completed for Supervisors, temporary assignments, TMs should review the Transition report for their organization. This report can be pulled by spiral code, command code, UIC or any combination. This report will provide the TM with the transition out pay plan and pay band for their employees.



The “References and Tools” tab provides resources. It is highly recommended that TMs review both the “HR Instructions” and “Managers Instructions” and under this tab

Need Assistance

- Contact your activity or organization TM
- Contact your CPAC
- Last resort: Jennifer Humpherys (CHRA) (410) 306-1744

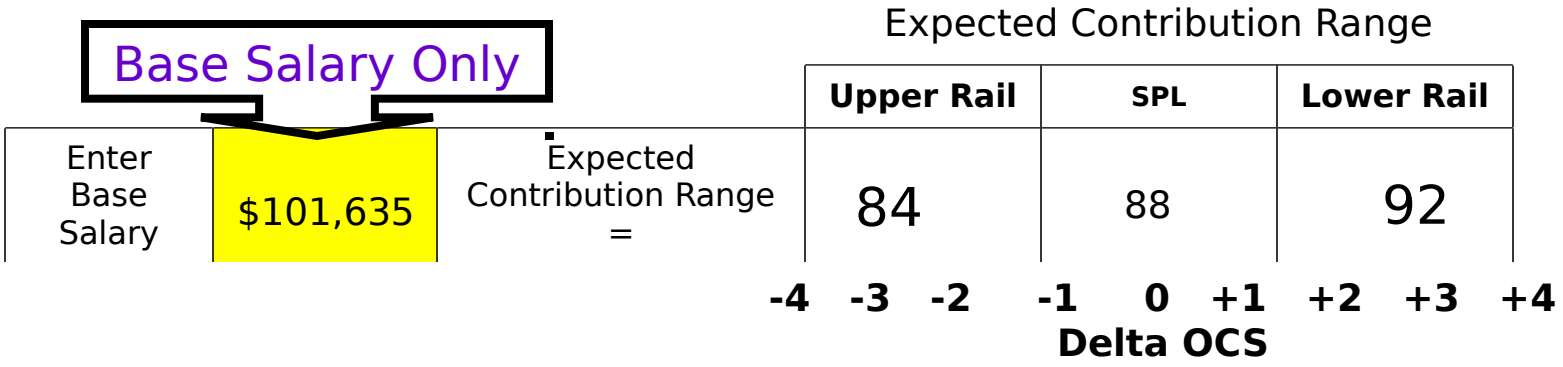
Pay Retention
and Expected Contribution Range
YC/YF-02 to NH-03

It is a misconception that if an employee is on pay retention, the employee is automatically above the upper rail.

Base Salary and Expected Contribution Range (ECR)

- Situation:
  - YC-02 with base salary of $101,635
  - Transitioned to NH-03
    - Maximum NH-03 base salary is $93,175
  - YC-02 is now NH-03 with pay retention of

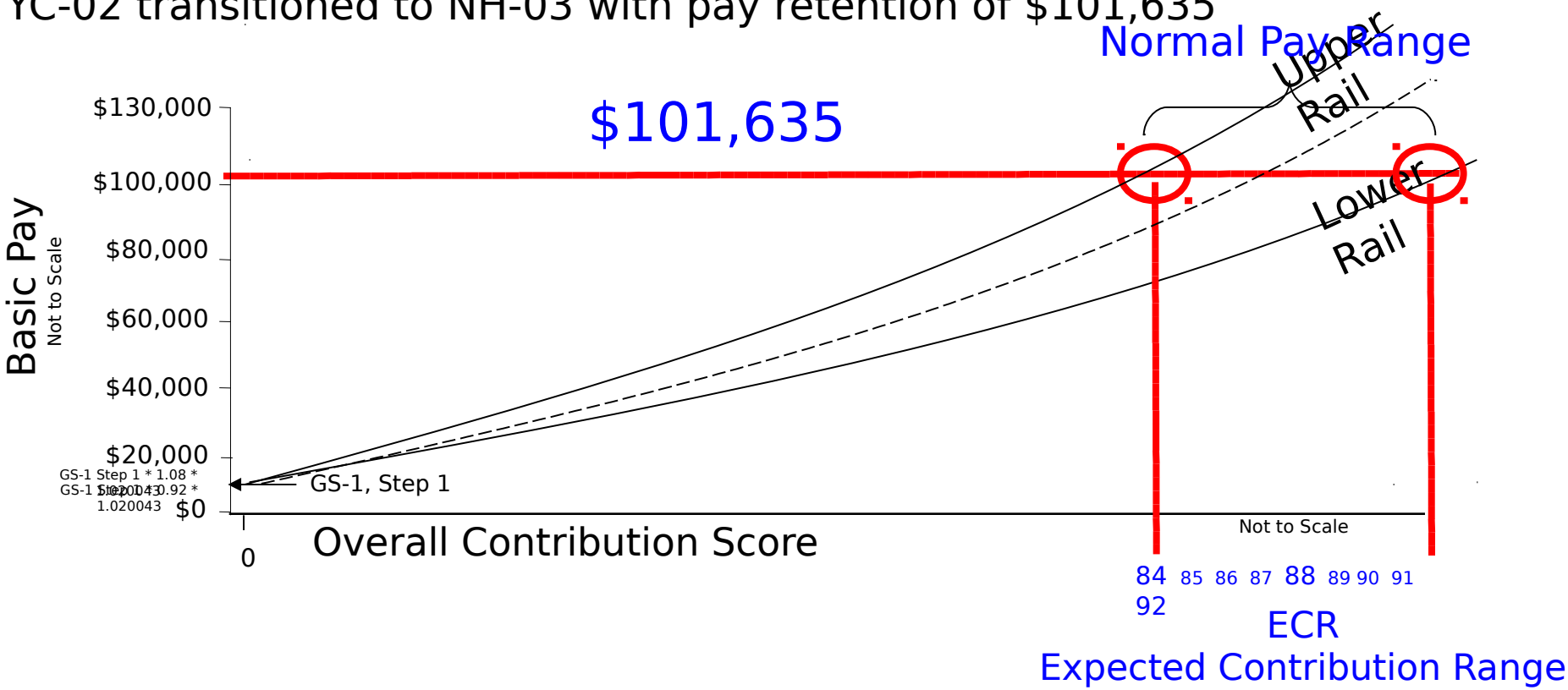
Expected Contribution Range Calculator



http://asc.army.mil/organization/acqdemo/acqdemo_ccas.cfm

Pay Retention - Base Salary and Expected Contribution Range (ECR)

YC-02 transitioned to NH-03 with pay retention of $101,635

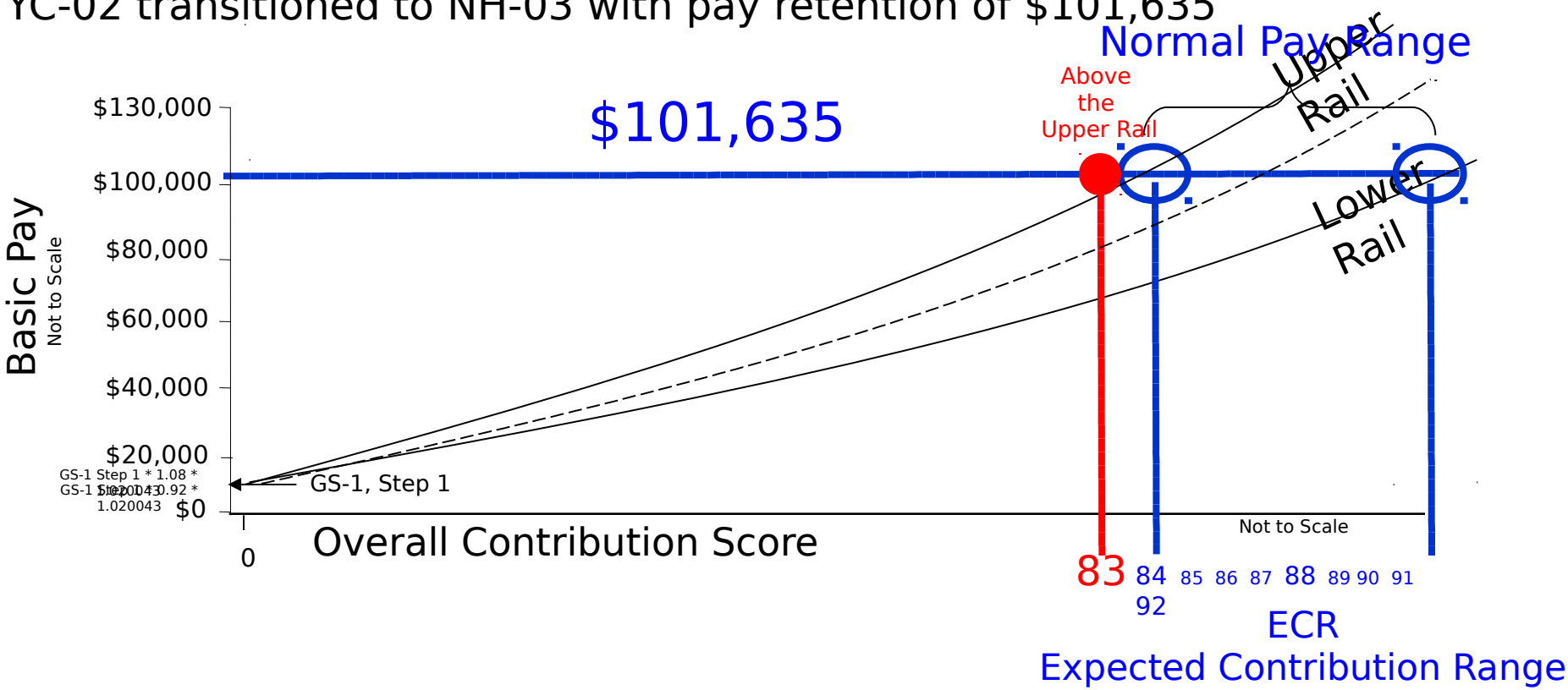


Salary is consistent with contributions if OCS is 84 – 92.

But maximum expected contribution for NH-03 is 83.

Pay Retention - Base Salary and Expected Contribution Range (ECR)

YC-02 transitioned to NH-03 with pay retention of $101,635



Salary is consistent with contributions if OCS is 84 – 92.

But maximum expected contribution for NH-03 is 83.

Pay Retention - Base Salary and Expected Contribution Range (ECR)

Situation:

- YC-02 with base salary of $101,635
- Transitioned to NH-03
- Maximum NH-03 base salary is $93,175
- YC-02 is now NH-03 with pay retention of $101,635

LEVELS		Business and Technical Professional
		Point Range
IV	Very High	115
	High	96–100
	Med	84–95
	Low	79–83
III (Expected Level)	High	79–83
	Med	67–78
	Low	61–66
II	High	62–66
	M-H	51–61
	Med	41–50
	M-L	30–40
	Low	22–29
I	High	24–29
	Med	6–23
	Low	0–5

How do you score:

- Categorical Score
  - 4Med
  - Numerical 84

  or
  - 3High
  - Numerical 83

Scoring:		Scoring:
4M 84		3H 83
4M 84	OR	3H 83
4M 84		3H 83
4M 84		3H 83
4M 84		3H 83
4M 84		3H 83

Pay Retention - Base Salary and Expected Contribution Range (ECR)

If the scores are:

4M 84
4M 84
4M 84
4M 84
4M 84

Does the position require contribution above NH-03?

If yes, initiate a position review for re-classification Review?

LEVELS		Business and Technical Professional
		Point Range
	Very High	115
IV	High	96–100
	Med	84–95
	Low	79–83
III	High	79–83
	Med	67–78
	Low	61–66
II	High	62–66
	M-H	51–61
	Med	41–50
	M-L	30–40
	Low	22–29
I	High	24–29
	Med	6–23
	Low	0–5

Higher Level

Expected Level

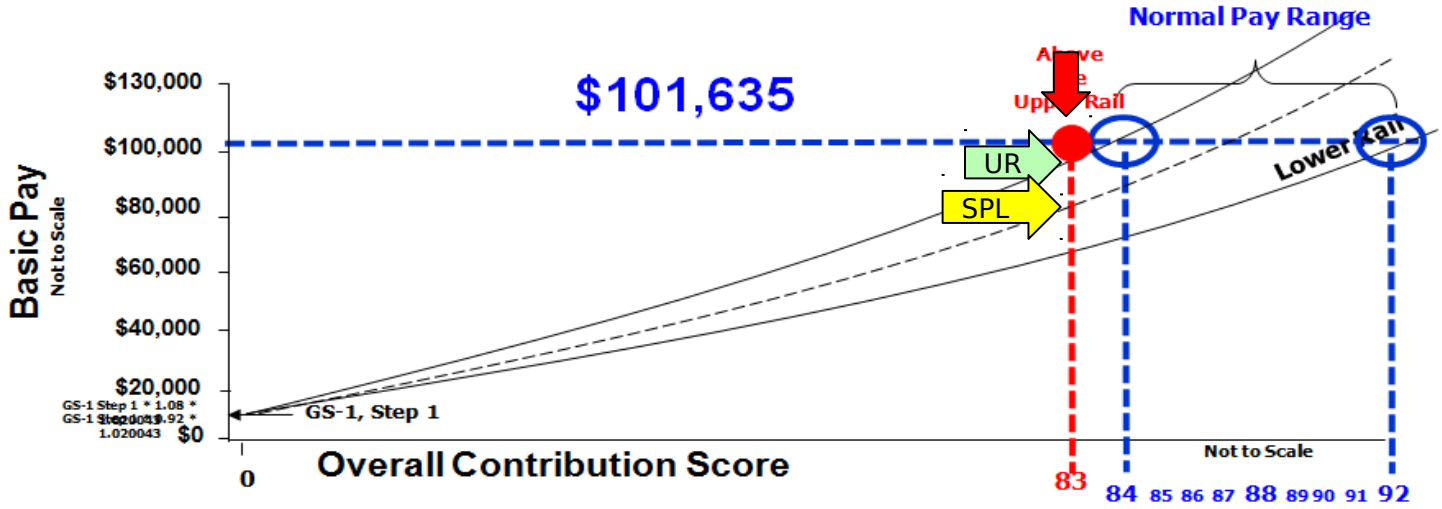
If the scores are:

3H 83
3H 83
3H 83
3H 83
3H 83

Employee is contributing within NH-03.

Pay Retention - Base Salary and Expected Contribution Range (ECR)

YC-02 transitioned to NH-03 with pay retention of $101,635



Recommended OCS of 83
Expected OCS at SPL of 88
Delta OCS of -5

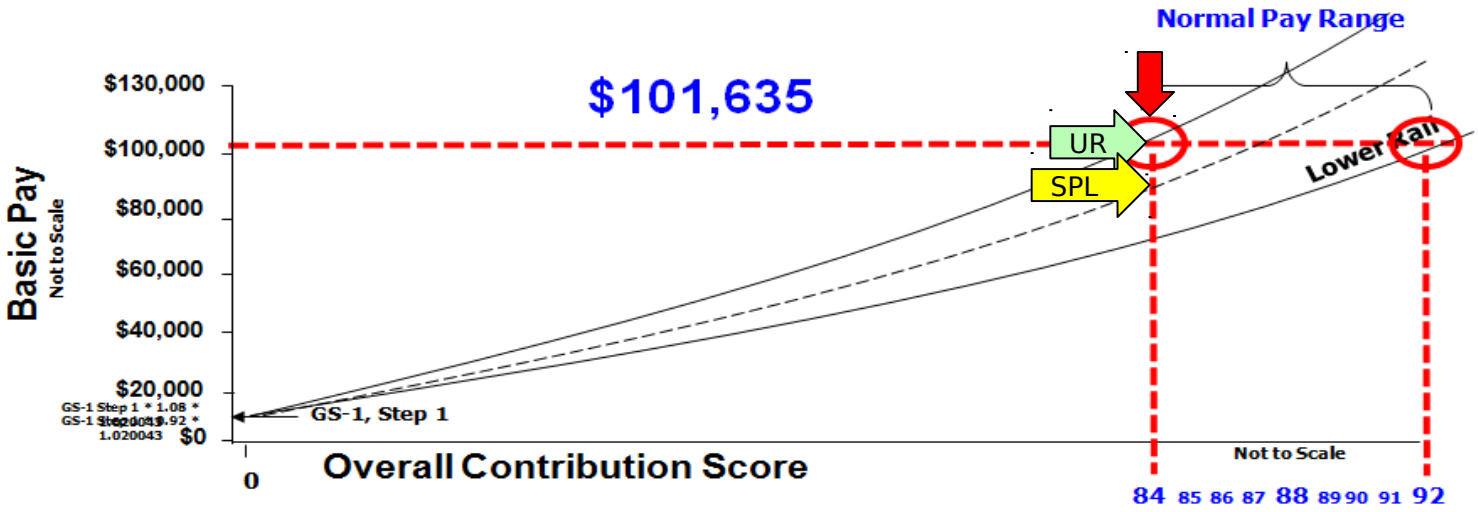
SPL $$$ Value for OCS of 83 $92,431
Current Base Salary $101,635
Negative Delta Salary of -$9,204

Upper Rail $$$ Value for OCS of 83 $99,825
Current Base Salary $101,635
Negative Delta Salary of -$1,810

Army uses the Upper Rail Value for CRI and CA.

Pay Retention - Base Salary and Expected Contribution Range (ECR)

YC-02 transitioned to NH-03 with pay retention of $101,635



Recommended OCS of 84
Expected OCS at SPL of 88
Delta OCS of -4

SPL $$$ Value for OCS of 84 $94,283
Current Base Salary $101,635
Negative Delta Salary of -$7,382

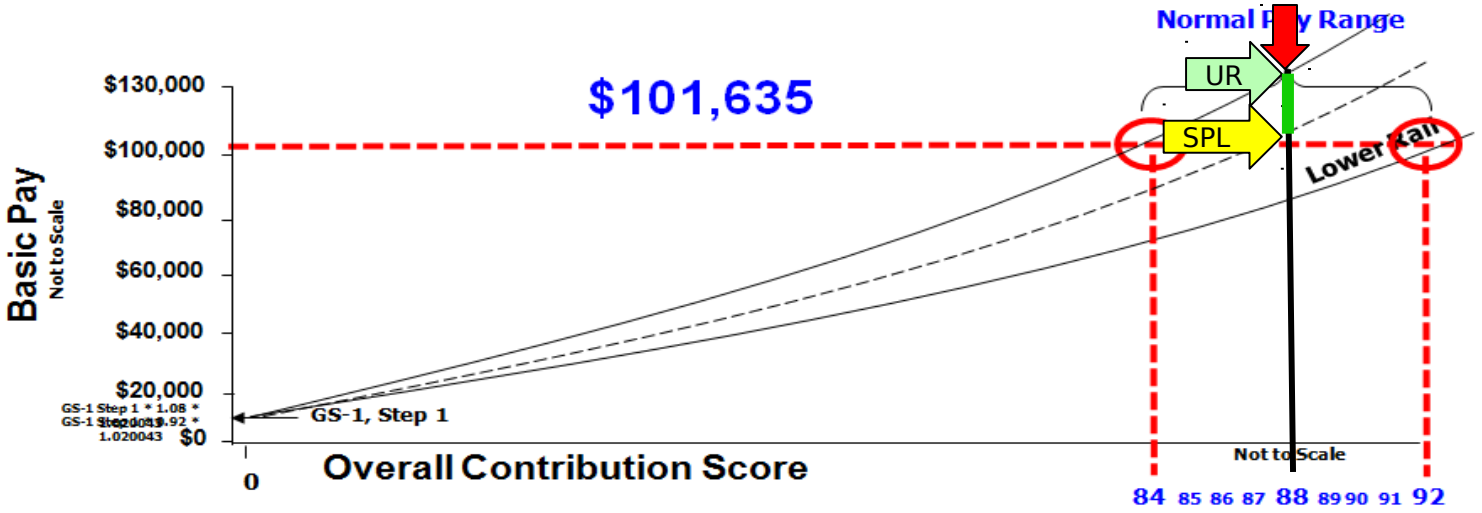
Upper Rail $$$ Value for OCS of 84 $101,826
Current Base Salary $101,635
Positive Delta Salary of $191

Any computed CRI (salary increase) not given is carryover and added to CA.

Army uses the Upper Rail Value for CRI and CA.

Pay Retention - Base Salary and Expected Contribution Range (ECR)

YC-02 transitioned to NH-03 with pay retention of $101,635



Recommended OCS of 88
Expected OCS at SPL of 88
Delta OCS of 0

SPL $$$ Value for OCS of 88 $102,072
Current Base Salary $101,635
Positive Delta Salary of $437

Upper Rail $$$ Value for OCS of 88 $110,238
Current Base Salary $101,635
Positive Delta Salary of $8,603

Any computed CRI (salary increase) not given is carryover and added to CA.

Army uses the Upper Rail Value for CRI and CA.

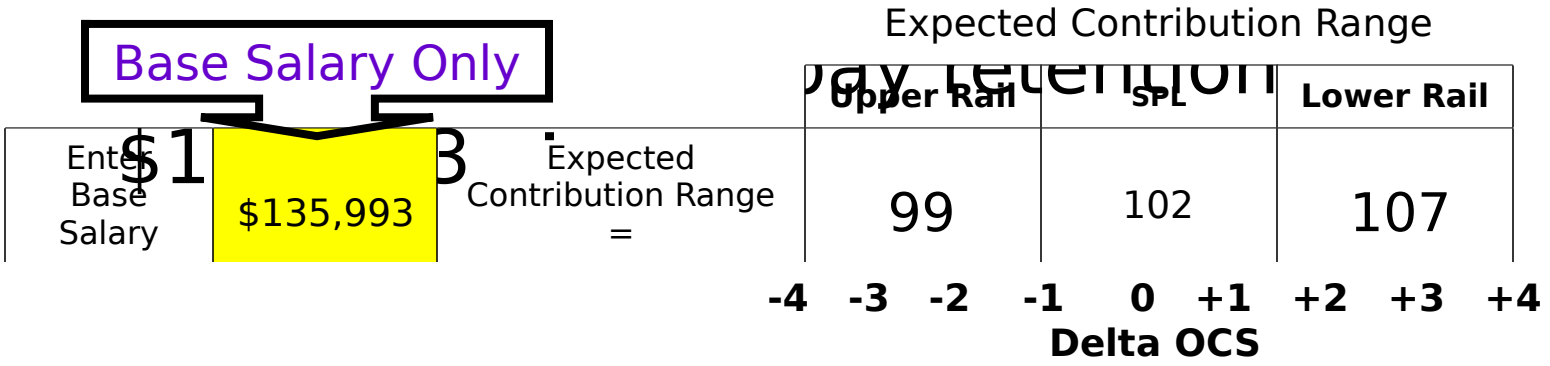
Pay Retention
and Expected Contribution Range
YA/YC/YD/YF-03 to NH-04

It is a misconception that if an employee is on pay retention, the employee is automatically above the upper rail.

Base Salary and Expected Contribution Range (ECR)

- Situation:
  - YA/YC/YD/YF-03 with base salary of $135,993
  - Transitioned to NH-04
    - Maximum NH-04 base salary is $129,517

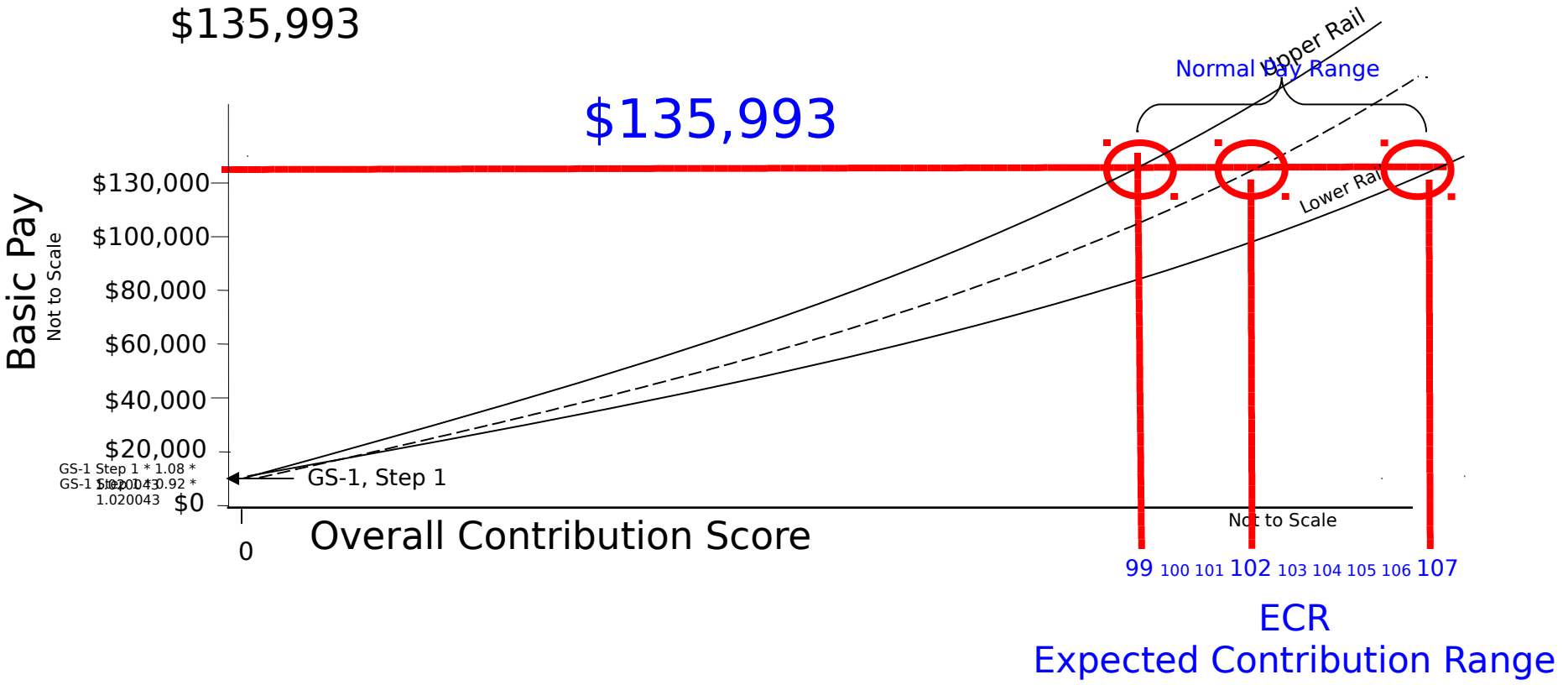
Expected Contribution Range Calculator



http://asc.army.mil/organization/acqdemo/acqdemo_ccas.cfm

Pay Retention - Base Salary and Expected Contribution Range (ECR)

YA/YC/YD/YF-03 transitioned to NH-04 with pay retention of $135,993

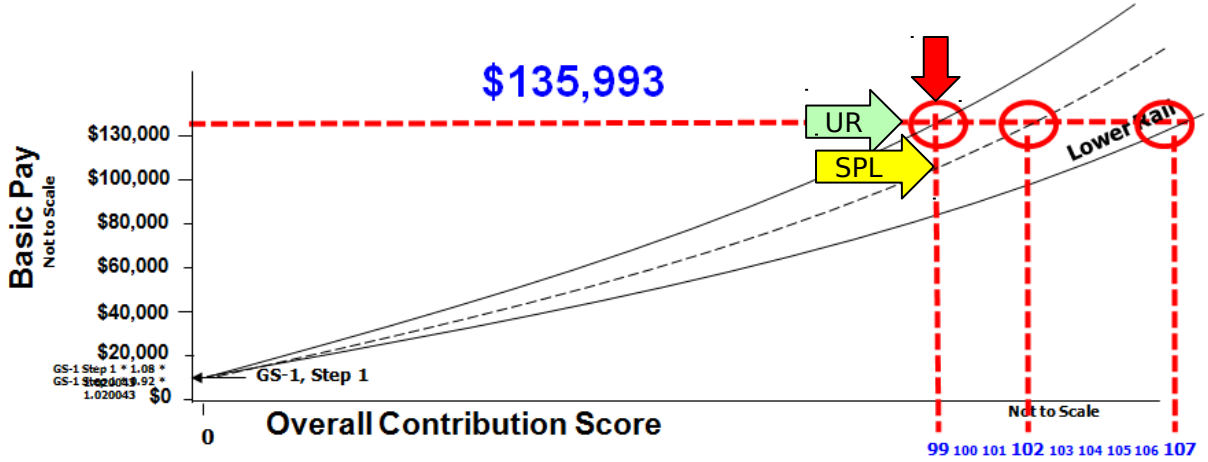


Salary is consistent with contributions if OCS is 99 – 107.

But maximum expected contribution for NH-04 is 100.

Pay Retention - Base Salary and Expected Contribution Range (ECR)

YA/YC/YD/YF-03 transitioned to NH-04 with pay retention of $135,993



Recommended OCS of 99
Expected OCS at SPL of 102
Delta OCS of -3

SPL $$$ Value for OCS of 99 $126,973
Current Base Salary $135,993
Negative Delta Salary of -$9,020

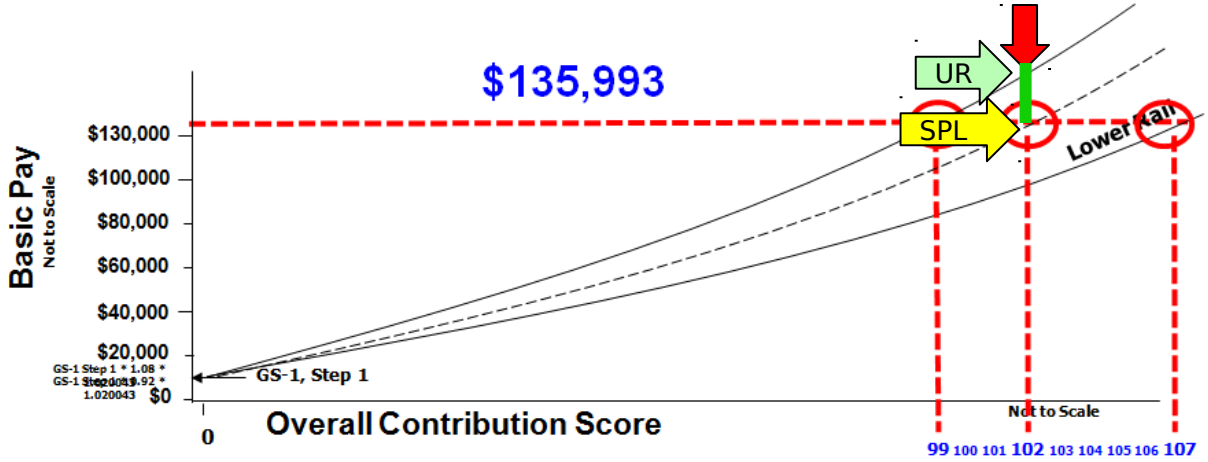
Upper Rail $$$ Value for OCS of 99 $137,130
Current Base Salary $135,993
Positive Delta Salary of $1,127

Any computed CRI (salary increase) not given is carryover and added to CA.

Army uses the Upper Rail Value for CRI and CA.

Pay Retention - Base Salary and Expected Contribution Range (ECR)

YA/YC/YD/YF-03 transitioned to NH-04 with pay retention of $135,993



Recommended OCS of 102
Expected OCS at SPL of 102
Delta OCS of 0

SPL $$$ Value for OCS of 102 $134,761
Current Base Salary $135,993
Negative Delta Salary of -$1,232

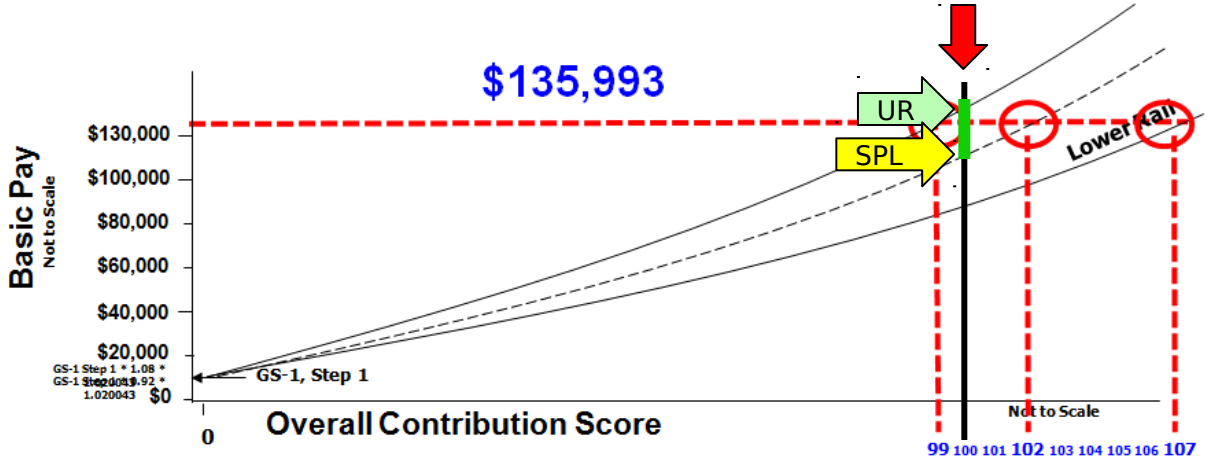
Upper Rail $$$ Value for OCS of 102 $145,542
Current Base Salary $135,993
Positive Delta Salary of $9,549

Any computed CRI (salary increase) not given is carryover and added to CA.

Army uses the Upper Rail Value for CRI and CA.

Pay Retention - Base Salary and Expected Contribution Range (ECR)

YA/YC/YD/YF-03 transitioned to NH-04 with pay retention of $135,993



Recommended OCS of 100
Expected OCS at SPL of 102
Delta OCS of -2

SPL $$$ Value for OCS of 100 $129,517
Current Base Salary $135,993
Negative Delta Salary of -$6,476

Upper Rail $$$ Value for OCS of 100 $139,879
Current Base Salary $135,993
Positive Delta Salary of $3,886

Any computed CRI (salary increase) not given is carryover and added to CA.

Army uses the Upper Rail Value for CRI and CA.

Expected OCS for Employees on Retained Pay

29 Mar 11

Agenda

- Approximately 23% of employees coming out of NSPS to GS were placed on retained pay

- USAASC DRU
  - 334 YA/YC/YD/YF-03 of 3075 or 10.86% on retained pay
  - But 371 YA/YC/YD/YF-03 or 12.07%

Why two numbers…334 and 371?

Pay Above Pay Cap

- Two situations
  - Situation 1: Pre-transition base pay above AcqDemo base pay cap of $129,517 to $135,995 (NSPS base pay cap “GS-15 Step 10 Plus 5%”)
  - Situation 2: Pre-transition base pay not above AcqDemo base pay cap of $129,517 but total adjusted basic pay above EX-IV cap of $155,500

Why these situations?

YA/YD-01	YA/YD-02	YA/YD-03
26858 - 65371	40694 - 93175	79534 - 135995
GS-05 to GS-11	GS-09 to GS-13	GS-14 to GS-15 + 5%

NH-I	NH-II	NH-III	NH-IV
$17,803 - 31,871	$27,431 - 65,371	$60,274 - 93,175	$84,697 -129,517
GS-1/1 to GS-4/10	GS-5 /1 to GS-11/10	GS-12/1 to GS-13/10	GS-14/1 to GS-15/10

YC/YF/YN-01	YC/YF/YN-02	YC/YF/YN-03
33270 - 65371	59014 - 115610	82926 / 79535 - 135995
GS-06 to GS-11	GS-12 to GS-14	GS-15 + 5%

Pay Above Pay Cap

- Situation 1: Pre-transition base pay above AcqDemo base pay cap of $129,517 (to $135,995 NSPS base pay cap “GS-15 Step 10 Plus 5%”)

Location	Rate	Base Pay Cap	Revised Locality Rate	EX-IV+5% Cap
DT	24.09%	$135,995	20.06%	$163,275
HU	16.02%	$135,995	16.02%	$157,781
NY	28.72%	$135,995	20.06%	$163,275
SD	24.19%	$135,995	20.06%	$163,275
WA	24.22%	$135,995	20.06%	$163,275

Pay Above Pay Cap

- Situation 2: Pre-transition base pay not above AcqDemo base pay cap of $129,517 but total adjusted basic pay above EX-IV cap of $155,500

Location	Rate	Base Pay	EX-IV Cap
DT	24.09%	$125,313	$155,501
HU	16.02%	$134,030	$155,502
NY	28.72%	$120,806	$155,501
SD	24.19%	$125,212	$155,501
WA	24.22%	$125,182	$155,501

Unique to YA/YC/YD/YF-03?

- No!
- But not as severe as for YA/YC/YD/TF-03

YA/YD-01	YA/YD-02	YA/YD-03
26858 - 65371	40694 - 93175	79534 - 135995
GS-05 to GS-11	GS-09 to GS-13	GS-14 to GS-15 + 5%

NH-I	NH-II	NH-III	NH-IV
$17,803 - 31,871 GS-1/1 to GS-4/10	$27,431 - 65,371 GS-5 /1 to GS-11/10	$60,274 - 93,175 GS-12/1 to GS-13/10	$84,697 -129,517 GS-14/1 to GS-15/10

YA/YF-01	YA/YF-02	YA/YF-03
33270 - 65371	59014 - 115610	82926 / 79535 - 135995
GS-06 to GS-11	GS-12 to GS-14	GS-15 + 5%

Retained Pay

- Employees on retained pay do not have a basic pay
  - Both the basic pay and adjusted basic pay fields in

Standard Form 50-B
Rev. 7/91
U.S. Office of Personnel Management

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)			2. Social Security Number	3. Date of Birth	4. Effective Date
FIRST ACTION			**SECOND ACTION**		
5-A. Code	5-B. Nature of Action		6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority		6-C. Code	6-D. Legal Authority	
5-E. Code	5-F. Legal Authority		6-E. Code	6-F. Legal Authority	
7. FROM: Position Title and Number			15. TO: Position Title and Number		
277919 - 1534649			277919 - 1534649		
8. Pay Plan	9. Occ. Code	10. Grade/Level	16. Pay Plan	17. Occ. Code	18. Grade/Level
11. Step/Rate	12. Total Salary	13. Pay Basis	19. Step/Rate	20. Total Salary	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay
12D. Other Pay			20D. Other Pay		
14. Name and Location of Position's Organization			22. Name and Location of Position's Organization		

Converting from NSPS To AcqDemo SF-50 (Not on Retained Pay)

Standard Form 50-B
Rev. 7/91
U.S. Office of Personnel Management

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
Lund, Ilsa Lazlo	XXX-XX-XXXX	XX-XX-XXXX	XX-XX-20XX

FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number
LOGISTICS MANAGEMENT SPEC (MISSILE SUPPLY) 277919 - 1534649	LOGISTICS MANAGEMENT SPEC (MISSILE SUPPLY) 277919 - 1534649

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary	21. Pay Basis
YA	0346	02	00	$107,578	PA	NH	0346	03	00	$107,578	

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$86,603	$20,975	$107,578		$86,603	$20,975	$107,578	

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization

Retained Pay / Pay Retention
SF-50 (On Retained Pay)

Standard Form 50-B
Rev. 7/91
U.S. Office of Personnel Management

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
Zarzan, Zeke Anthony	XXX-XX-XXXX	XX-XX-XXXX	XX-XX-201X

FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number
LOGISTICS MANAGEMENT SPEC (MISSILE SUPPLY) 277919 - 1534649	LOGISTICS MANAGEMENT SPEC (MISSILE SUPPLY) 277919 - 1534649

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary	21. Pay Basis
YA	0346	02	00	$88,476	PA	NH	0346	02	00	$88,476	

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$71,225	$17,251	$88,476		$88,476		$88,476	

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization

Retained Pay / Pay Retention
SF-50 (On Retained Pay)

Standard Form 50-B
Rev. 7/91
U.S. Office of Personnel Management

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
Kent, Clark Kalel	XXX-XX-XXXX	XX-XX-XXXX	XX-XX-201X

FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number
SUPERVISORY LOGISTICS MANAGEMENT 277919 - 1534649	SUPERVISORY LOGISTICS MANAGEMENT 277919 - 1534649

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary	21. Pay Basis
YC	0346	03	00	$163,275	PA	NH	0346	04	00	$163,275	

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$135,995	$27,280	$163,275		$163,275		$163,275	

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization

Retained Pay

- Employees on retained pay do not have a basic pay
  - Both the basic pay and adjusted basic pay fields in DCPDS have adjusted basic pay (basic pay plus LMS/Locality)
  - Import files to the CCAS spreadsheet only have basic pay

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$135,995	$27,280	$163,275		$163,275		$163,275	

Last Name	First Name		Retained Pay?	Career Path	Broad band Level	CY2010 Base Pay	Locality Code	Expected OCS
		Adjusted Basic Pay	1	NH	4	$163,275	DT	112
		Basic Pay	1	NH	4	$135,995	DT	102

CCAS Spreadsheet

- In the CCAS spreadsheet, “1” is the code for Retained Pay.
  - Will there be a different Retained Pay code for basic pay greater than the AcqDemo pay cap of $129,517?
  - Will there be a different Retained Pay code for total adjusted basic pay greater than EX-IV cap?

Expected OCS

- Situation 1: Pre-transition basic pay above AcqDemo base pay cap of $129,517

2011			Expected Contribution Range		
			Upper Rail	**SPL**	Lower Rail
Enter Base Salary	$135,995	**Expected Contribution Range =**	99	**102**	107

- Proposed Solution for Situation 1, expected OCS could be based on the top of the band $129,517, which for NH-IV would be = 100, or the PBP field, which would give an expected score greater than or equal to 100

Expected OCS

- Situation 2: Pre-transition base pay not above AcqDemo basic pay cap $129,517, but total adjusted basic pay above EX-IV cap of $155,500

2011			Expected Contribution Range		
			Upper Rail	**SPL**	Lower Rail
Enter Base Salary	$163,275	**Expected Contribution Range =**	108	**112**	116

- For Situation 2, expected score could be based on the top of the band (100) or the PBP field, which would give an expected score less than or equal to 100

Retained Pay

- Employees on retained pay do not have a basic pay
  - Both the basic pay and adjusted basic pay fields in DCPDS have adjusted basic pay (basic pay plus LMS/Locality)
  - ARDEC is proposing a performance basic pay (PBP) field for Situation 2 (>EX-IV pay cap) to store pre-transition basic pay
  - The PBP field could be used for both Situation 1 (>AcqDemo pay cap) and Situation 2 (.EX-IV pay cap)
  - ❑ PBP field for all Retained Pay situations?

Total Payout Disconnect

- Consider two employees whose NSPS base pay was $1 apart, where one was on retained pay and the other was not.
- With no GPI this year, neither one will receive a pay increase based on GPI.
- Also, assume that the EX-IV cap will not change.
- The one on retained pay will receive his or her performance-based increase as a carryover bonus.
- Depending on the amount of the increase, the one not on retained pay can receive the entire amount as base pay, but will lose all of the increase except $1 to a decrease in locality pay due to hitting the EX-IV cap.

Summary

- If the PBP field is approved and created, AcqDemo will need to decide whether or not to use it to compute expected OCS.
- If the field is not approved or created, then expected OCS for cases 1 and 2 would be 100, for NH-IV.
- In either case, AcqDemo should consider adding a carryover bonus based on the EX-IV cap to equalize the payouts between those on retained pay and those not on retained pay.
  - Note that carryover bonuses already consume 21.7% of the CRI funding.
  - Adding a new carryover bonus will increase that percentage.
  - If the purpose of CRI is to replace lost GS step and promotion money for those with room to grow in base pay, the change will move even more of that money to bonuses for employees hitting caps.

Future Decisions

- Assume ARDEC's proposed "performance base pay" (PBP) field is approved as a new DCPDS data field*
  1. For those on retained pay with PBP greater than the top of the band, decide whether to use the top of the band pay or PBP to determine expected OCS (Case 1)
  2. For those on retained pay with PBP less than the top of the band, decide whether to use top of the band pay or PBP to determine expected OCS (Case 2)
  3. For those not on retained pay whose adjusted base will hit the EX-IV cap, decide whether to add a carry-over bonus capability to the CCAS spreadsheet

*If it is not approved, it would be possible to modify CAS2Net to carry it.

Control Points

Can we have control points in AcqDemo?

Control Points

LEVELS		Business and Technical Professional
		Point Range
IV	Very High	115
	High	96-100
	Med	84-95
	Low	79-83
III	High	79-83
	Med	67-78
	Low	61-66
II	High	62-66
	M-H	51-61
	Med	41-50
	M-L	30-40
	Low	22-29
I	High	24-29
	Med	6-23
	Low	0-5

OCS and Normal Pay Range

OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail
61	64511	59733	54954
62	65804	60930	56056
63	67123	62151	57179
64	68469	63397	58325
65	69841	64668	59494
66	71241	65964	60687
67	72669	67286	61903
68	74125	68634	63144
69	75611	70010	64409
70	77126	71413	65700
71	78672	72844	67017
72	80249	74304	68360
73	81857	75794	69730
74	83498	77313	71128
75	85171	78862	72553
76	86878	80443	74008
77	88620	82055	75491
78	90396	83700	77004
79	92208	85377	78547
80	94056	87089	80122
81	95941	88834	81727
82	97864	90615	83365
83	99825	92431	85036

Sample Control Point NH-03

- Test Officer 61 – 75
  - OCS ≤ 71 Upper Rail
  - OCS ≤ 75 SPL
- Senior Test Officer 76 – 83

Establish criteria for progression from Test Officer to Senior Test Officer

- Years of experience
- Type of experience
- Certification level
- Etc.

Publish in AcqDemo CCAS Business Rules

Control Points

LEVELS		Business and Technical Professional
		Point Range
IV	Very High	115
	High	96-100
	Med	84-95
	Low	79-83
III	High	79-83
	Med	67-78
	Low	61-66
II	High	62-66
	M-H	51-61
	Med	41-50
	M-L	30-40
	Low	22-29
I	High	24-29
	Med	6-23
	Low	0-5

OCS and Normal Pay Range

OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail
79	92208	85377	78547
80	94056	87089	80122
81	95941	88834	81727
82	97864	90615	83365
83	99825	92431	85036
84	101826	94283	86741
85	103867	96173	88479
86	105949	98101	90253
87	108072	100067	92061
88	110238	102072	93907
89	112448	104118	95789
90	114701	106205	97709
91	117000	108334	99667
92	119345	110505	101665
93	121737	112720	103702
94	124177	114979	105781
95	126666	117283	107901
96	129205	119634	110063
97	131794	122032	112269
98	134436	124478	114520
99	137130	126973	116815
100	139879	129517	119156

Sample Control Point NH-04

- Nonsupervisory 79-92
  - OCS ≤ 88 Upper Rail
  - OCS ≤ 92 SPL
- Branch Chief to 98
  - OCS ≤ 94 Upper Rail
  - OCS ≤ 98 SPL

Establish criteria for progression within NH-04

- Nonsupervisory
- Branch Chief
- Division Chief

Publish in AcqDemo CCAS Business Rules

Supervisory Differential

Supervisory Differential

- Supervisory Differential is discretionary (*see 5 U.S.C. 5755, 5 CFR part 575, and DoDI 1400.25-V575), and HR specialists should ensure that regulatory criteria are met in order to continue the differential after transition.*

  (DoD to GS Transition Guide)

- Reference DoD Instruction, Number 1400.25, Volume 575, dated December 1996 incorporating through Change 8, October 13, 2000 (administratively reissued April 6, 2009), copy attached.

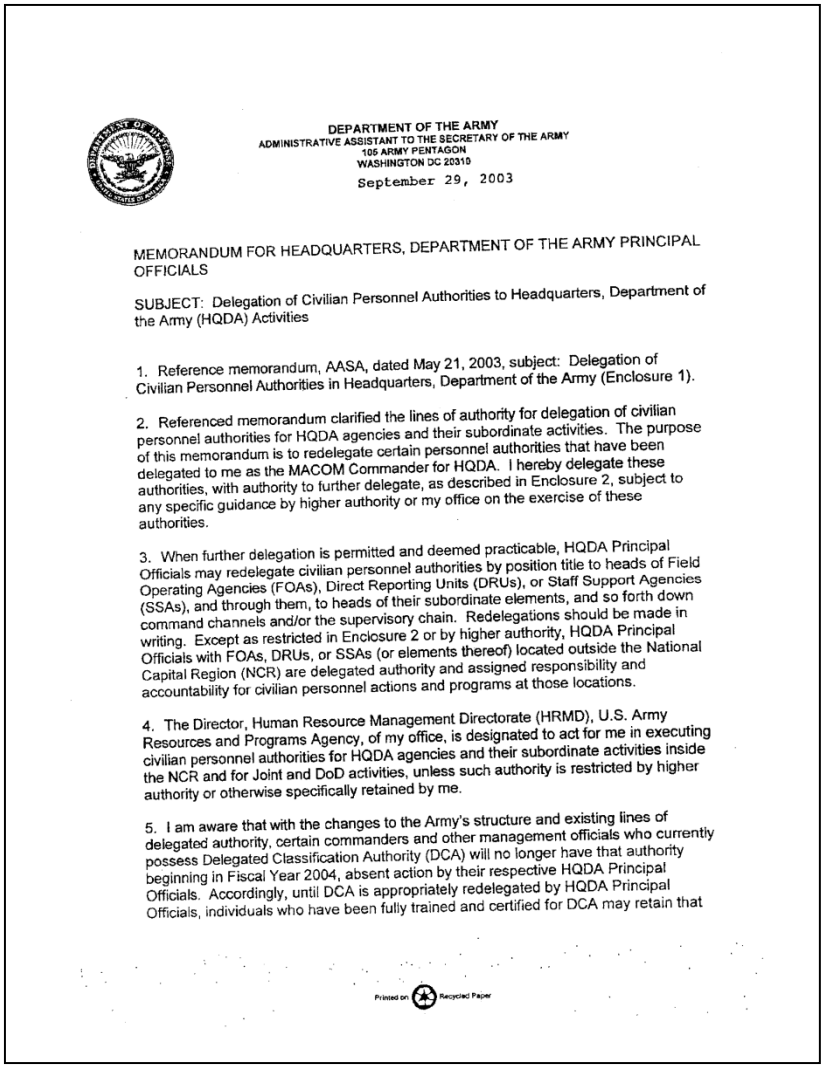
Supervisory Differential

The 2003 AASA Hudson memorandum is the last delegation provided by the AASA on supervisory differentials. Inside the NCR, it is not delegated so approval must be provided by the AASA and outside the NCR, delegation is to the HQDA Principal Officials with authority to re-delegate to Commanders/Activity Heads (MG or Civilian Equivalents).

The delegation authority from the Secretary of the Army (as reflected on the administrative re-issuance of the DODI in 2009) has not been updated as of now. I will ask ASA (M&RA) if the intention is to delegate this authority. We are unable to update this authority until re-delegation has occurred.

Therefore, in the interim, we will utilize the 2003 memo as the most current delegation from the AASA. There are delegations however, that have been updated since 2003 that may be found at https://secureweb.hqda.pentagon.mil/oaacustomer/docs/OAA_DELEGATION_AUTHORITY_MATRIX.pdf

Supervisory Differential



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310

September 29, 2003

MEMORANDUM FOR HEADQUARTERS, DEPARTMENT OF THE ARMY PRINCIPAL OFFICIALS

SUBJECT: Delegation of Civilian Personnel Authorities to Headquarters, Department of the Army (HQDA) Activities

1. Reference memorandum, AASA, dated May 21, 2003, subject: Delegation of Civilian Personnel Authorities in Headquarters, Department of the Army (Enclosure 1).

2. Referenced memorandum clarified the lines of authority for delegation of civilian personnel authorities for HQDA agencies and their subordinate activities. The purpose of this memorandum is to redelegate certain personnel authorities that have been delegated to me as the MACOM Commander for HQDA. I hereby delegate these authorities, with authority to further delegate, as described in Enclosure 2, subject to any specific guidance by higher authority or my office on the exercise of these authorities.

3. When further delegation is permitted and deemed practicable, HQDA Principal Officials may redelegate civilian personnel authorities by position title to heads of Field Operating Agencies (FOAs), Direct Reporting Units (DRUs), or Staff Support Agencies (SSAs), and through them, to heads of their subordinate elements, and so forth down command channels and/or the supervisory chain. Redelegations should be made in writing. Except as restricted in Enclosure 2 or by higher authority, HQDA Principal Officials with FOAs, DRUs, or SSAs (or elements thereof) located outside the National Capital Region (NCR) are delegated authority and assigned responsibility and accountability for civilian personnel actions and programs at those locations.

4. The Director, Human Resource Management Directorate (HRMD), U.S. Army Resources and Programs Agency, of my office, is designated to act for me in executing civilian personnel authorities for HQDA agencies and their subordinate activities inside the NCR and for Joint and DoD activities, unless such authority is restricted by higher authority or otherwise specifically retained by me.

5. I am aware that with the changes to the Army's structure and existing lines of delegated authority, certain commanders and other management officials who currently possess Delegated Classification Authority (DCA) will no longer have that authority beginning in Fiscal Year 2004, absent action by their respective HQDA Principal Officials. Accordingly, until DCA is appropriately redelegated by HQDA Principal Officials, individuals who have been fully trained and certified for DCA may retain that

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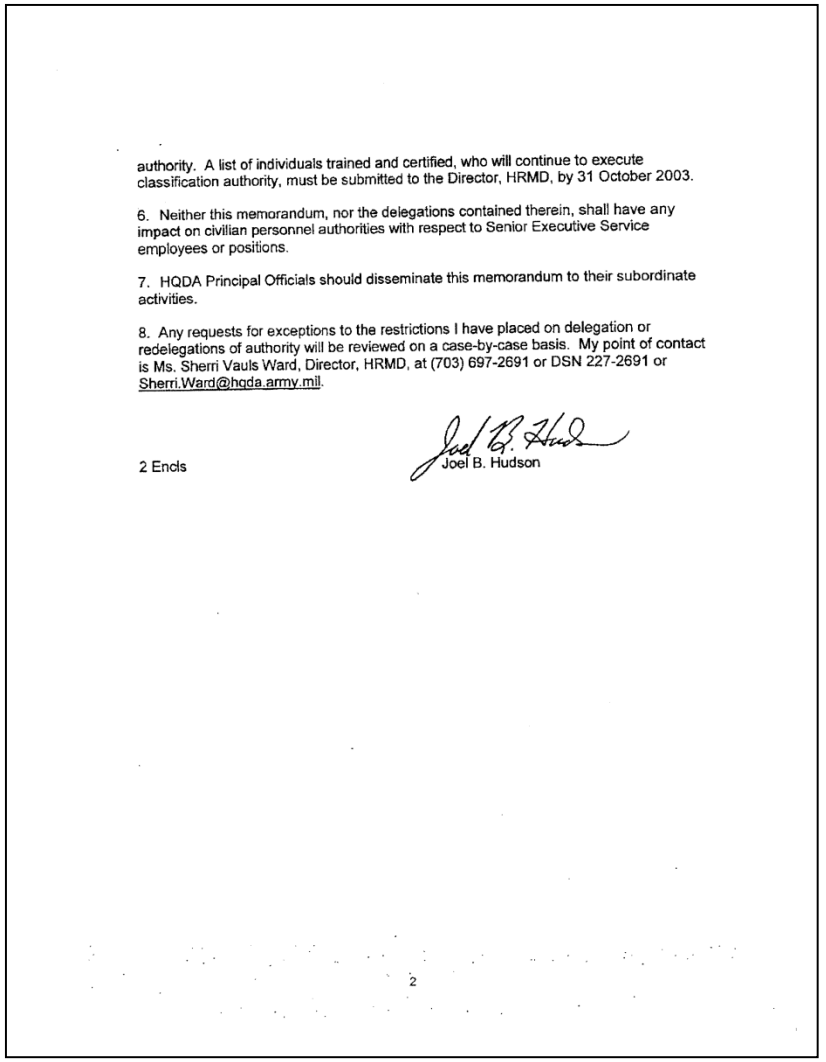


authority. A list of individuals trained and certified, who will continue to execute classification authority, must be submitted to the Director, HRMD, by 31 October 2003.

6. Neither this memorandum, nor the delegations contained therein, shall have any impact on civilian personnel authorities with respect to Senior Executive Service employees or positions.

7. HQDA Principal Officials should disseminate this memorandum to their subordinate activities.

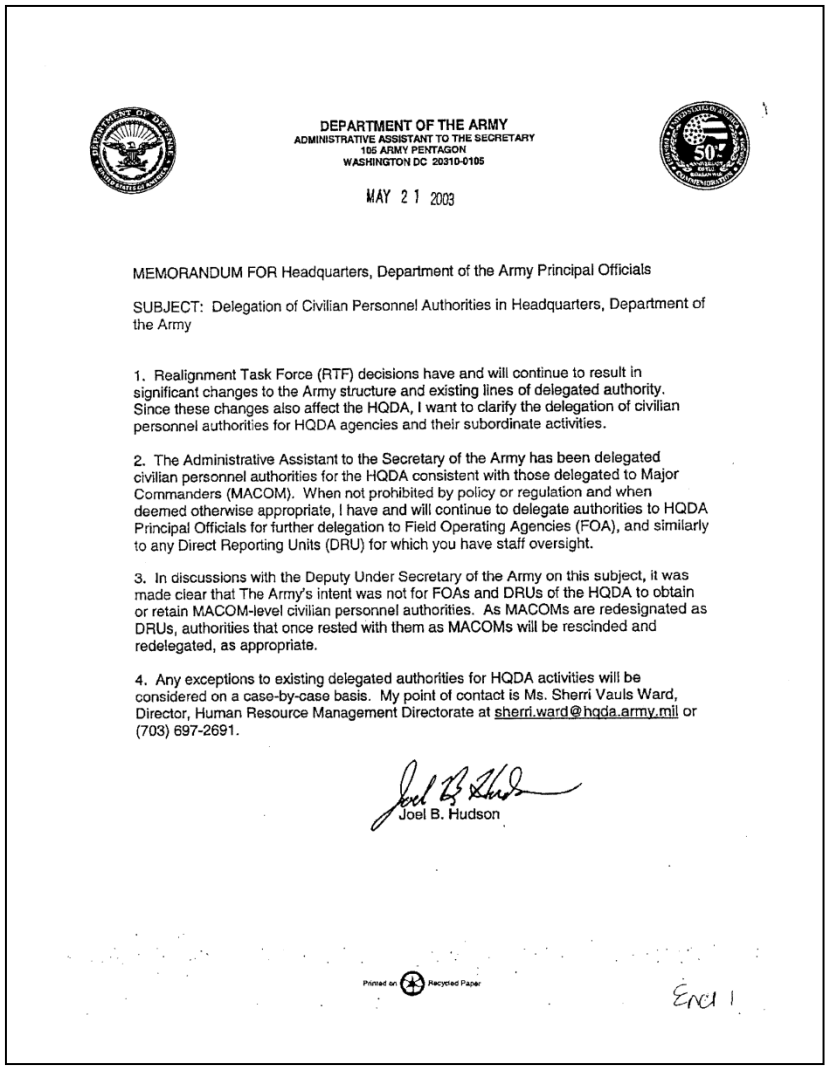
8. Any requests for exceptions to the restrictions I have placed on delegation or redelegations of authority will be reviewed on a case-by-case basis. My point of contact is Ms. Sherri Vauls Ward, Director, HRMD, at (703) 697-2691 or DSN 227-2691 or Sherri.Ward@hqda.army.mil.

2 Encls

Joel B. Hudson

2

Supervisory Differential



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

MAY 21 2009

MEMORANDUM FOR Headquarters, Department of the Army Principal Officials

SUBJECT: Delegation of Civilian Personnel Authorities in Headquarters, Department of the Army

1. Realignment Task Force (RTF) decisions have and will continue to result in significant changes to the Army structure and existing lines of delegated authority. Since these changes also affect the HQDA, I want to clarify the delegation of civilian personnel authorities for HQDA agencies and their subordinate activities.

2. The Administrative Assistant to the Secretary of the Army has been delegated civilian personnel authorities for the HQDA consistent with those delegated to Major Commanders (MACOM). When not prohibited by policy or regulation and when deemed otherwise appropriate, I have and will continue to delegate authorities to HQDA Principal Officials for further delegation to Field Operating Agencies (FOA), and similarly to any Direct Reporting Units (DRU) for which you have staff oversight.

3. In discussions with the Deputy Under Secretary of the Army on this subject, it was made clear that The Army's intent was not for FOAs and DRUs of the HQDA to obtain or retain MACOM-level civilian personnel authorities. As MACOMs are redesignated as DRUs, authorities that once rested with them as MACOMs will be rescinded and redelegated, as appropriate.

4. Any exceptions to existing delegated authorities for HQDA activities will be considered on a case-by-case basis. My point of contact is Ms. Sherri Vauls Ward, Director, Human Resource Management Directorate at sherri.ward@hqda.army.mil or (703) 697-2691.

Joel B. Hudson

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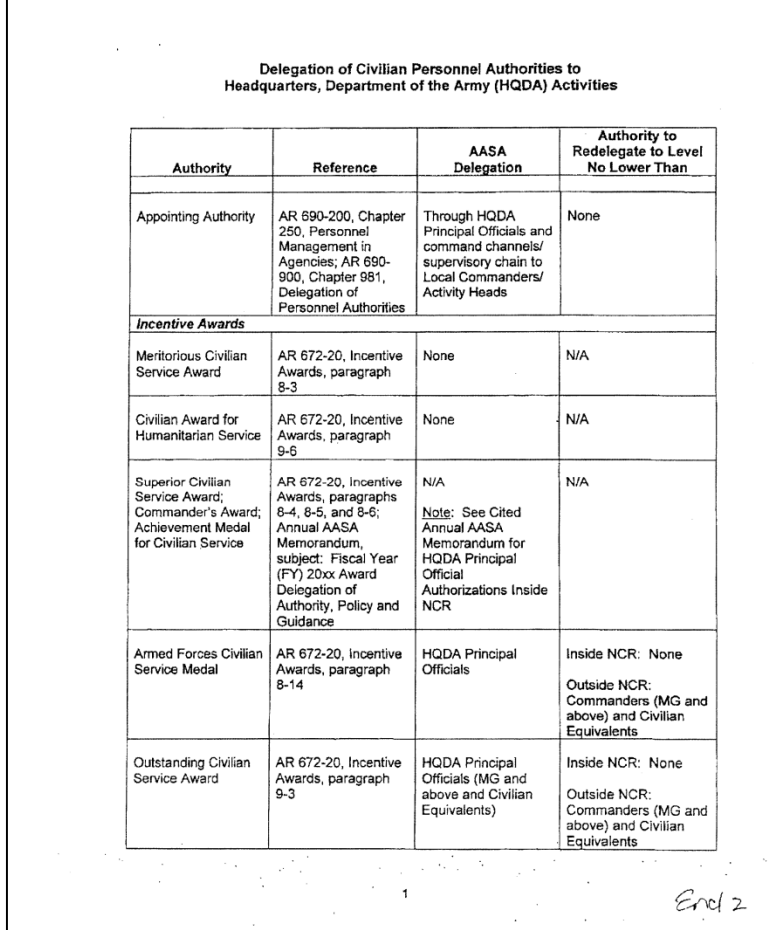
Encl 1



Delegation of Civilian Personnel Authorities to Headquarters, Department of the Army (HQDA) Activities

Authority	Reference	AASA Delegation	Authority to Redelegate to Level No Lower Than
Appointing Authority	AR 690-200, Chapter 250, Personnel Management in Agencies; AR 690-900, Chapter 981, Delegation of Personnel Authorities	Through HQDA Principal Officials and command channels/ supervisory chain to Local Commanders/ Activity Heads	None
Incentive Awards			
Meritorious Civilian Service Award	AR 672-20, Incentive Awards, paragraph 8-3	None	N/A
Civilian Award for Humanitarian Service	AR 672-20, Incentive Awards, paragraph 9-6	None	N/A
Superior Civilian Service Award; Commander's Award; Achievement Medal for Civilian Service	AR 672-20, Incentive Awards, paragraphs 8-4, 8-5, and 8-6; Annual AASA Memorandum, subject: Fiscal Year (FY) 20xx Award Delegation of Authority, Policy and Guidance	N/A Note: See Cited Annual AASA Memorandum for HQDA Principal Official Authorizations Inside NCR	N/A
Armed Forces Civilian Service Medal	AR 672-20, Incentive Awards, paragraph 8-14	HQDA Principal Officials	Inside NCR: None Outside NCR: Commanders (MG and above) and Civilian Equivalents
Outstanding Civilian Service Award	AR 672-20, Incentive Awards, paragraph 9-3	HQDA Principal Officials (MG and above and Civilian Equivalents)	Inside NCR: None Outside NCR: Commanders (MG and above) and Civilian Equivalents

1

Encl 2

Supervisory Differential

Authority	Reference	AASA Delegation	Authority to Redelegate to Level No Lower Than
Cash Awards Up to $10,000	AR 672-20, Incentive Awards, paragraph 2-5; Annual AASA Memorandum, subject: Fiscal Year (FY) 20xx Award Delegation of Authority, Policy and Guidance	HQDA Principal Officials	Up to $5,000, to the Lowest Practicable Level
Performance Awards Exceeding10 Percent of Basic Pay	AR 672-20, Incentive Awards, paragraph 5-4	None	N/A
Benefits and Entitlements			
Extension of 10-Day Limit for Foreign Transfer Allowance	Deputy Assistant Secretary of the Army (Civilian Personnel Policy) Memorandum, 20 March 2000, subject: Delegation of Authority to Approve Certain Foreign Allowances	None	N/A
Waivers for Living Quarters Allowance (LQA) When Unusual Circumstances Exist	Deputy Assistant Secretary (Civilian Personnel Policy) Memorandum, 20 March 2000, subject: Delegation of Authority to Approve Certain Foreign Allowances	None	N/A
Separate Maintenance Allowances (SMA)	Deputy Assistant Secretary of the Army (Civilian Personnel Policy) Memorandum, 20 March 2000, subject: Delegation of Authority to Approve Certain Foreign Allowances	None	N/A

2

Authority	Reference	AASA Delegation	Authority to Redelegate to Level No Lower Than
Extensions of Overseas Tours Beyond 5 Years	AR 690-300, Chapter 301, Overseas Employment, paragraph 5-3	None	N/A
Property Management (PM) Services	Deputy Assistant Secretary of the Army (Military Personnel Management and Equal Opportunity Policy) Memorandum, 18 May 1998, subject: Delegation for Property Management (PM) Services	None	N/A
Simultaneous Payment of Temporary Quarters Subsistence Allowance (TQSA) and Living Quarters Allowance (LQA)	Deputy Assistant Secretary of the Army (Civilian Personnel Policy) Memorandum, 20 March 2000, subject: Delegation of Authority to Approve Certain Foreign Allowances	HQDA Principal Officials	Local Commanders or Civilian Equivalents
Repayment of Student Loans	Deputy Assistant Secretary of the Army (Civilian Personnel Policy) Memorandum, 26 November 2001, subject: Guidance on Repayment of Student Loans; AASA Memorandum, 22 April 2002, subject: Delegation of Authority to Approve Repayment of Student Loans	HQDA Principal Officials	Lowest Practicable Level

3

Supervisory Differential

Authority	Reference	AASA Delegation	Authority to Redelegate to Level No Lower Than
Payment of Expenses to Obtain Professional Credentials	Assistant Secretary of the Army (Manpower and Reserve Affairs) Memorandum, 20 June 2003, subject: Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees; AASA Memorandum of 28 August 2003, subject: Delegation of Authority to Approve Payment of Professional Credentials	HQDA Principal Officials	Lowest Practicable Level
Home Marketing Incentive Payment	Assistant G-1 for Civilian Personnel Policy Memorandum, 15 May 2002, subject: Army Guidance: Home Marketing Incentive Payment	HQDA Principal Officials	Local Commanders or Civilian Equivalents
Leave and Hours of Work			
Restoration of Annual Leave—Determining Exigencies	Deputy Assistant Secretary of the Army (Civilian Personnel Policy) Memorandum, 7 December 2001, subject: Restoration of Annual Leave	HQDA Principal Officials	Inside NCR: None Outside NCR: Local Commanders or Civilian Equivalents
Training and Development			
Civilian Academic Degree Training	Deputy Assistant Secretary of the Army (Civilian Personnel Policy) Memorandum, 26 October 2001, subject: Civilian Academic Degree Training	HQDA Principal Officials	Lowest Practicable Level

4

Authority	Reference	AASA Delegation	Authority to Redelegate to Level No Lower Than
Fulfillment of Centrally Funded Intern Mobility Agreements (Waiver Authority)	AR 690-950, Career Management, Career Intern Program, paragraph 3-24b	None	N/A
Training Agreements that Include Waiver of Time-in-Grade Requirements	Assistant Secretary of the Army (Manpower and Reserve Affairs) Memorandum, 18 November 1996, subject: Divestiture of Civilian Personnel Authorities; 5 CFR Section 300.603(b)(6), Time-in-Grade Restrictions	None	N/A
Position Classification			
Delegated Classification Authority (DCA)	Assistant Secretary of the Army (Manpower and Reserve Affairs, Civilian Personnel Policy, 17 November 1997, subject: Delegation of Position Classification Authority	HQDA Principal Officials Note: Must complete appropriate training and be certified prior to exercising this authority	Inside NCR: Commanders/Directors (MG and above or Civilian Equivalents) Outside NCR: Local Commanders or Civilian Equivalents Note: Must complete appropriate training and be certified prior to exercising this authority
Staffing			
Advanced-in-Hire Rates	Assistant Secretary of the Army (Manpower and Reserve Affairs) Memorandum, 18 November 1996, subject: Divestiture of Civilian Personnel Authorities	Inside NCR: None Outside NCR: HQDA Principal Officials	Inside NCR: N/A Outside NCR: Commanders/Directors (MG and above or Civilian Equivalents)

5

Supervisory Differential

Authority	Reference	AASA Delegation	Authority to Redelegate to Level No Lower Than
Recruitment Bonuses; Relocation Bonuses; Retention Allowances; Supervisory Differentials	DoD Manual 1400.25-M, Subchapter 575, Recruitment and Relocation Bonues, Retention Allowances, and Supervisory Differentials	Inside NCR: None Outside NCR: HQDA Principal Officials	Inside NCR: N/A Outside NCR: Commanders/Activity Heads (MG or Civilian Equivalents)
Conversion of Positions Brought into the Competitive Service	Assistant Secretary of the Army (Manpower and Reserve Affairs) Memorandum, 18 November 1996, subject: Divestiture of Civilian Personnel Authorities; 5 CFR 316, Subpart G, Retention of Incumbents of Positions Brought into the Competitive Service	None	N/A
Endorsement of Requests to Army Aeronautical Services Agency for Waiver of Maximum Entry Age for Air Traffic Controliers	Assistant Secretary of the Army (Manpower and Reserve Affairs) Memorandum, 18 November 1996, subject: Divestiture of Civilian Personnel Authorities; Chief Civilian Personnel Policy Division Memorandum, 8 June 1995, subject: Maximum Entry Age for DoD Air Traffic Controllers (ATC)	None	N/A

6

Authority	Reference	AASA Delegation	Authority to Redelegate to Level No Lower Than
Report to DA on Intergovernmental Personnel Act (IPA) Agreements	AR 690-300, Chapter 334, Temporary Assignments Under the Intergovernmental Personnel Act; AASA Memorandum, 4 November 2002, subject: Intergovernmental Personnel Act Agreements	None Note: Inside NCR Agreement Approvals or Extensions Must be Coordinated First with AASA	N/A
Waiver of Dual Compensation Reductions During the National Emergency	Deputy Assistant Secretary of the Army (Civilian Personnel Policy) Memorandum, 19 September 2001, subject: Personnel Issues Related to Attacks on the World Trade Center and The Pentagon – Appointment Authority and Policy Waivers	None	N/A
Waiver of up to 30 Days of the 3 Year Minimum Service Requirement Under the Amendments to the Veterans Employment Opportunities Act (VEOA) of 1998	Deputy Assistant Secretary of the Army (Civilian Personnel Policy) Memorandum, 14 November 2000, subject: Delegation of Authority to Waive 30 Days of the 3-year Minimum Service Requirement under the Amendments to the Veterans Employment Opportunities Act (VEOA) of 1998	None	N/A

7

Supervisory Differential

- AcqDemo currently has authorization, via a waiver to 5 CFR in the Federal Register, to use Supervisory Differential in AcqDemo.

Federal Register / Vol. 64, No. 5 / Friday, January 8, 1999 / Notices

IX. REQUIRED WAIVERS TO LAW AND REGULATIONS

Chapter 57, Sections 5753, 5754, and 5755: Related to recruitment, relocation, and retention payments, and supervisory differentials (only to the extent necessary to allow employees and positions under the demonstration project to be treated as employees and positions under the General Schedule).

Supervisory Differential

5 United States Code Sec. 5755. Supervisory differentials
(a)(1) The Office of Personnel Management may authorize the head of an agency to pay a differential to an employee under the General Schedule (AcqDemo)who has supervisory responsibility for 1 or more Employees not under the General Schedule (AcqDemo), if 1 or more of the subordinate employees would, in the absence of such a differential, be paid more than the supervisory employee.

5 Code of Federal Regulations § 575.401 Purpose.
This subpart provides regulations to implement 5 U.S.C. 5755, which authorizes payment of a supervisory differential to an employee under the General Schedule (AcqDemo) who has supervisory responsibility for one or more civilian employees not under the General Schedule (AcqDemo) if one or more of the subordinate civilian employees would, in the absence of such a differential, be paid more than the supervisory employee.

Supervisory Differential

5 Code of Federal Regulations § 575.402 Delegation of authority.

(a)The head of an agency may pay a supervisory differential to a supervisor who is—

(1)In a General Schedule (AcqDemo) position paid under 5 U.S.C. 5332 (*AcqDemo FR waiver*); and

(2) Responsible for providing direct, technical supervision over the work of one or more civilian employees whose positions are not under the General Schedule (AcqDemo) if the continuing pay (as determined under § 575.405(d) of this part) of one or more of the subordinates would, in the absence of such a differential, be more than the continuing pay (as determined under § 575.405(c) of this part) of the supervisor.

Supervisory Differential

- To meet Supervisory requirements under AcqDemo, the General Schedule Supervisory Guide, the lowest of Factor 3 must be met.

General Schedule Supervisory Guide

FACTOR 3 - SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

This factor covers the delegated supervisory and managerial authorities which are exercised on a recurring basis. To be credited with a level under this factor, a position must meet the authorities and responsibilities to the extent described for the specific level. Levels under this factor apply equally to the direction of specialized program management organizations, line functions, staff functions, and operating and support activities. Where authority is duplicated or not significantly differentiated among several organizational levels, a factor level may apply to positions at more than one organizational level.

Supervisory Differential

Factor Level 3-2 -- 450 points

Positions at this level meet a or b or c below:

a.Plan and schedule ongoing production-oriented work on a quarterly
and annual basis, or direct assignments of similar duration. Adjust
staffing levels or work procedures within their organizational unit(s) to
accommodate resource allocation decisions made at higher echelons.
Justify the purchase of new equipment. Improve work methods and
procedures used to produce work products. Oversee the development
of technical data, estimates, statistics, suggestions, and other
information useful to higher level managers in determining which

Supervisory Differential

b. Where work is contracted out, perform a wide range of technical
input and oversight tasks comparable to all or nearly all of the following:

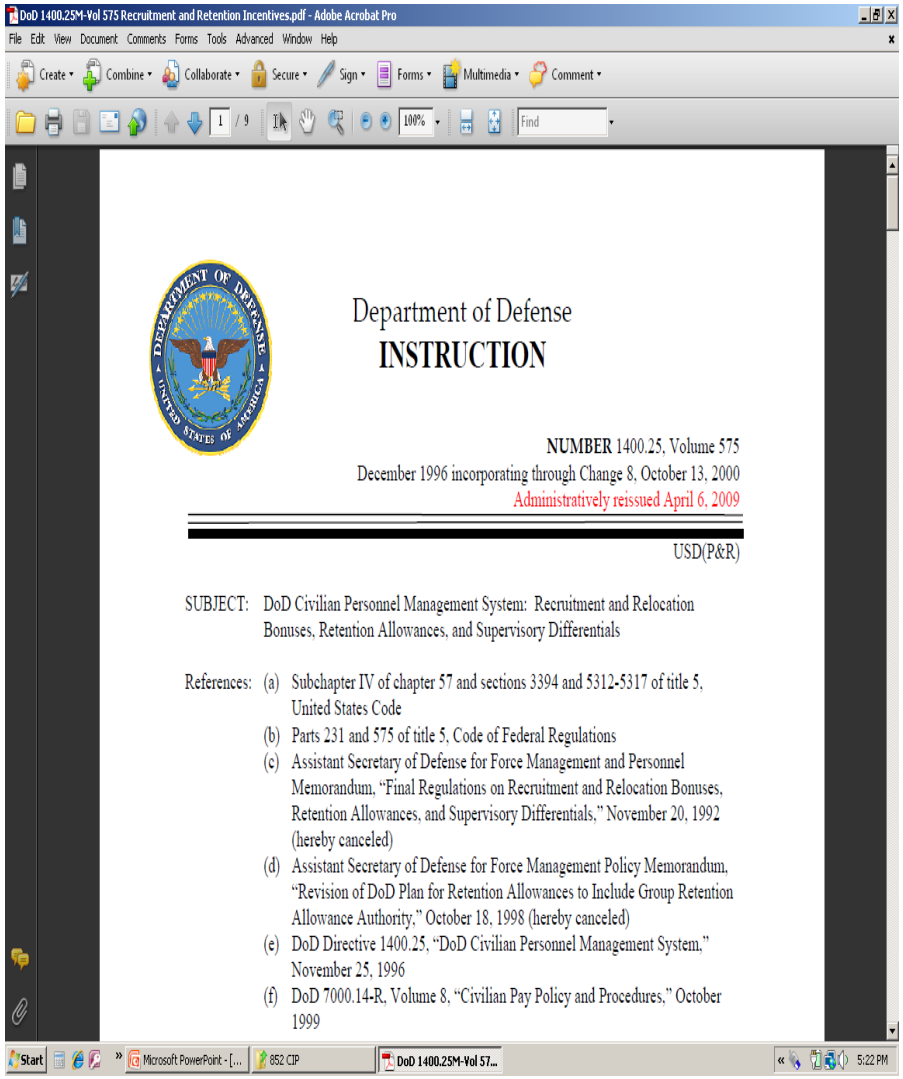
1.Analyze benefits and costs of accomplishing work in-house versus contracting; recommend whether to contract;
2. Provide technical requirements and descriptions of the work to be accomplished;
3. Plan and establish the work schedules, deadlines, and standards for acceptable work; coordinate and integrate contractor work schedules and processes with work of subordinates or others;
4. Track progress and quality of performance; arrange for subordinates to conduct any required inspections;
5. Decide on the acceptability, rejection, or correction of work products or services, and similar matters which may affect payment to the contractor.

Supervisory Differential

c. Carry out at least three of the first four, and a total of six or more of the following 10 authorities and responsibilities:

1. Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
2. Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
3. Evaluate work performance of subordinates;
4. Give advice, counsel, or instruction to employees on both work and administrative matters;
5. Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions;
6. Hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;
7. Effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;
8. Identify developmental and training needs of employees, providing or arranging for needed development and training;
9. Find ways to improve production or increase the quality of the work

Supervisory Differential (DoD Delegation)



DoD 1400.25M-Vol 575 Recruitment and Retention Incentives.pdf - Adobe Acrobat Pro

Department of Defense

INSTRUCTION

NUMBER 1400.25, Volume 575
December 1996 incorporating through Change 8, October 13, 2000
Administratively reissued April 6, 2009

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Recruitment and Relocation Bonuses, Retention Allowances, and Supervisory Differentials

References: (a) Subchapter IV of chapter 57 and sections 3394 and 5312-5317 of title 5, United States Code
(b) Parts 231 and 575 of title 5, Code of Federal Regulations
(c) Assistant Secretary of Defense for Force Management and Personnel Memorandum, "Final Regulations on Recruitment and Relocation Bonuses, Retention Allowances, and Supervisory Differentials," November 20, 1992 (hereby canceled)
(d) Assistant Secretary of Defense for Force Management Policy Memorandum, "Revision of DoD Plan for Retention Allowances to Include Group Retention Allowance Authority," October 18, 1998 (hereby canceled)
(e) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
(f) DoD 7000.14-R, Volume 8, "Civilian Pay Policy and Procedures," October 1999

1. PURPOSE

a. Instruction. This Instruction is composed of several volumes, each containing its own purpose. The purpose of the overall Instruction is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assignr esponsibilities regarding civilian personnel management within the Department of Defense.

b. Volume. This Volume of this Instruction:

(1) Implements DoD policy concerning recruitment and relocation bonuses, retention allowances, and supervisory differentials in accordance with References (a) and (b).

Supervisory Differential (DoD Delegation)

d. Supervisory Differentials

(1) Delegation and Use of Authority

(a)Except as provided in paragraph 2.d.(1)(d) of this enclosure, the authority to approve payment of supervisory differentials pursuant to section 5755 of reference (a) is delegated through and subject to the authority of the Head of the DoD Component and the Component's chain of command to the official who exercises personnel appointing authority (normally the head of an installation or activity).

Supervisory Differential (Army Delegation)

No Delegation from M&RA (or reference for) can be located

Supervisory Differential (OAASA Delegation)

2003 Delegation Signed by Mr. Hudson was rescinded by Ms. Morrow.

No current Delegation has been issued from OAASA.

Requests for use of Supervisory Differential must go to Army M&RA (G-1) for approval.

Overtime

Overtime Differences

Type of Pay	NSPS	AcqDemo
Overtime – FLSA Exempt	The YA, YD, YH, and YK pay schedules, pay band 4 of the YL pay schedule, and pay bands 2 and 3 of the supervisor/manager pay schedules receive an overtime rate equal to their hourly adjusted rate. • All others receive an overtime rate equal to 1 ½ times their hourly adjusted rate. • Comp time may be authorized in lieu of overtime. **(5 CFR 9901.362(b))**	Employees whose basic pay is equal to or less than GS-10, step 1, are paid an overtime rate of 1 ½ times their hourly rate of basic pay. • Employees whose basic pay exceeds GS-10, step 1, are paid an overtime rate equal to the greater of (a) 1 ½ times the GS-10, step 1, rate or (b) their hourly rate of basic pay. • Comp time may only be authorized in lieu of irregular or occasional overtime unless the employee is covered by a flexible work schedule. **(5 U.S.C. 5541, 5542, 6123(a)(1); 5 CFR 550.114)**

Overtime Differences

5 CFR, § 550.113 Computation of overtime pay.

The rate of pay for each hour of overtime work of such an employee is computed as follows:

(1)If the rate of basic pay of the employee is fixed on an annual
basis, divide the rate of basic pay by 2,087 and multiply the quotient
by one and one half; and

(2) If the rate of basic pay of the employee is fixed on a monthly basis, multiply the rate of basic pay by 12 to derive an annual rate of basic pay, divide the annual rate of basic pay by 2,087, and multiply the quotient by one and one-half.

Rates are computed in full cents, counting a fraction of a cent as the

Computation of Overtime Pay

(1) If the rate of basic pay of the employee is fixed on an annual
basis, divide the rate of basic pay by 2,087 and multiply the quotient
by one and one-half;

Example:

Total Annual Salary: $84,500 (Base + Locality)

- 84500 (salary) /2087 (hours) = 40.4887 (rounds up to 40.49)

- 40.49 X 1.5 = 60.735 (rounds up to 60.74)

Per Hour: $60.74 is the overtime rate

Computation of Overtime Pay

(2) If the rate of basic pay of the employee is fixed on a monthly basis, multiply the rate of basic pay by 12 to derive an annual rate of basic pay, divide the annual rate of basic pay by 2,087, and multiply the quotient by one and one-half.

Example:

Monthly Basis: $7,042
7042 * 12 = 84504

Total Annual Salary: $84,504 (Base + Locality)

- 84504 (salary) /2087 (hours) = 40.49
- 40.49 X 1.5 = 60.735 (rounds up to 60.74)

Per Hour: $60.74 is the overtime rate

Evaluation and Assessment Review

As of 14 Apr 2011

DoD AcqDemo PMO

National Defense Authorization Act for Fiscal Year 2011 – Extension of AcqDemo

SEC. 202. AMENDMENTS TO THE ACQUISITION WORKFORCE DEMONSTRATION PROJECT.

(a) CODIFICATION INTO TITLE 10.—

(1) IN GENERAL.—Chapter 87 of title 10,

United States Code, is amended by inserting after section 1761 the following new section:

‘‘§ 1762. Demonstration project relating to certain acquisition personnel management policies

‘‘(g) TERMINATION OF AUTHORITY.—The authority to conduct a demonstration program under this section shall terminate on September 30, 2017.

‘‘(h) CONVERSION.—Within 6 months after the authority to conduct a demonstration project under this section is terminated as provided in subsection (g), employees in the project shall convert to the civilian personnel system created pursuant to section 9902 of title 5.’’.

AcqDemo or ?

Statutory Assessment Requirement in NDAA FY2011

‘‘(e) ASSESSMENT.—(1) The Secretary of Defense shall designate an independent organization to review the acquisition workforce demonstration project described in subsection (a).

‘‘(2) Such assessment shall include:

‘‘(A) A description of the workforce included in the project.

‘‘(B) An explanation of the flexibilities used in the project to appoint individuals to the acquisition workforce and whether those appointments are based on competitive procedures and recognize veteran’s preferences.

‘‘(C) An explanation of the flexibilities used in the project to develop a performance appraisal system that recognizes excellence in performance and offers opportunities for improvement.

‘‘(D) The steps taken to ensure that such system is fair and transparent for all employees in the project.

‘‘(E) How the project allows the organization to better meet mission needs.

‘‘(F) An analysis of how the flexibilities in sub paragraphs (B) and (C) are used, and what barriers have been encountered that inhibit their use.

‘‘(G) Whether there is a process for—

‘‘(i) ensuring ongoing performance feedback and dialogue among supervisors, managers, and employees throughout the performance appraisal period; and

23 ‘‘(ii) setting timetables for performance appraisals.

‘‘(H) The project’s impact on career progression.

‘‘(I) The project’s appropriateness or inappropriateness in light of the complexities of the workforce affected.

‘‘(J) The project’s sufficiency in terms of providing protections for diversity in promotion and retention of personnel.

‘‘(K) The adequacy of the training, policy guidelines, and other preparations afforded in connection with using the project.

‘‘(L) Whether there is a process for ensuring employee involvement in the development and improvement of the project.

Statutory Assessment Requirement in NDAA FY2011

‘‘(3) The first such assessment under this subsection shall be completed not later than September 30, 2012, and subsequent assessments shall be completed every two years thereafter until the termination of the project. The Secretary shall submit to the covered congressional committees a copy of the assessment within 30 days after receipt by the Secretary of the assessment.

‘‘(f) COVERED CONGRESSIONAL COMMITTEES.—In this section, the term ‘covered congressional committees’ means—

‘‘(1) the Committees on Armed Services of the Senate and the House of Representatives;

‘‘(2) the Committee on Homeland Security and Governmental Affairs of the Senate; and

‘‘(3) the Committee on Oversight and Government Reform of the House of Representatives.

DoD AcqDemo Program Office Concept Plan Evaluation and Assessment Review Comparison Group

- Need AcqDemo Executive Council help in identifying active comparison group
- Two types
  - Active: participate in data collection act
  - Passive: use data from DCPDS (loss rates, salary cost growth, pay progression)
- Will try to minimize impact on active comparison group
- Anticipated data collection activities
  - Attitude survey
  - Personnel office data collection

AcqDemo Executive Council
Army (Jerry Lee and Todd Cole)
Navy
Air Force
Marine Corps
OUSD AT&L
MDA
WHS
DAU

April 24, 2011
TACOM Plus
(TACOM HQ, ILSC, CS CSS, GCS, Integration)

May 22, 2011
Rest of DoD NSPS to AcqDemo